

**The e-Notification System of the
Immigration Services Agency,
the Ministry of Justice**

**Operation Manual
- For Institutions -**

Ver 2.0

Revision History

Page No.	Date of Revision	Version	Page	Revised Contents	Name
1		1.0	-	Newly Created	
2		1.1	-	Precautions for when using the lump sum notification template were added.	
3		1.1	-	Appendix "List of Error Messages" of the Operation Manual -For Institutions- was amended.	
4		1.1	-	Amendment associated with addition to the status of residence subject to notification	
5		2.0	-	Amendment associated with replacement of a system	

Revised Contents History

Page No.	Revised Page No.	Revised Contents	Revised Date	Name
1	2.3.2	Precautions for when using the template for lump sum notification of acceptance were added.		
2	2.4.2	Precautions for when using the template for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents were added.		
3	3.1	Additions were made to Solutions for the message MOE00138 in the Appendix "List of Error Messages".		
4	3.1	Additions were made to Solutions for the message MOE00147 in the Appendix "List of Error Messages".		
5	2.2.1	The layout of top screen was corrected.		
6	2.2.1	The layout of login screen was corrected.		
7	2.3.1	The layout of login screen was corrected.		
8	2.3.3	The layout of login screen was corrected.		
9	2.4.1	The layout of login screen was corrected.		
10	2.4.3	The layout of login screen was corrected.		
11	2.5.1	The layout of login screen was corrected.		
12	2.6.1	The layout of login screen was corrected.		
13	2.7.1	The layout of login screen was corrected.		

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1 Introduction

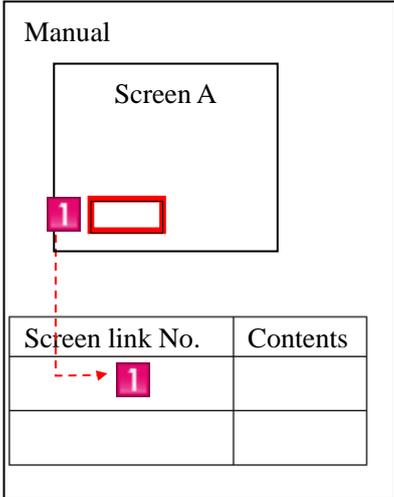
1.1 About This Manual

In this manual, operation methods of the e-Notification System (for institutions) are explained.

This is for a person in charge of submitting a notification for institutions mid-to-long-term residents belong to.

For a mid-to-long-term resident, please refer to a separate manual, "The e-Notification System of the Immigration Services Agency, the Ministry of Justice Operation Manual - For Mid-to-Long-Term Residents -"

In this manual, the following figure and picture are used to describe operation procedures.

	It indicates the operation target (range) the user clicks or enters information. It also shows the target (range) the user must confirm.						
	<p>When describing a button or item on the screen, it shows where the numbers of figures and tables are linked to, and which parts are explained. A number is placed on the left or upper left of a red frame. All characters entered on the screen are examples.</p>  <table border="1" data-bbox="689 1317 1050 1467"><thead><tr><th>Screen link No.</th><th>Contents</th></tr></thead><tbody><tr><td>1</td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	Screen link No.	Contents	1			
Screen link No.	Contents						
1							

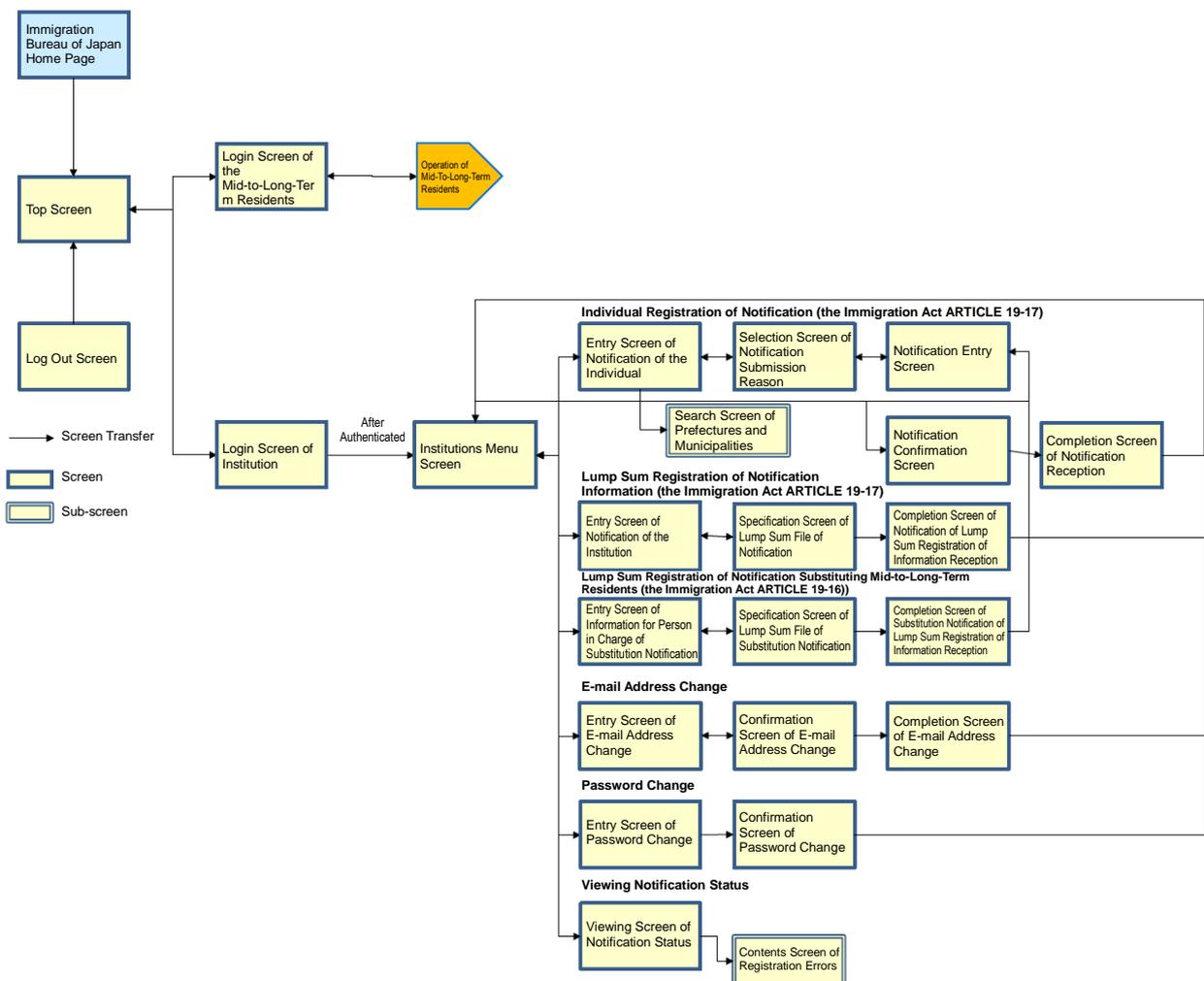
When you have questions, please refer to FAQs (As) or contact the Help Desk. Both are available on the TOP screen of the e-Notification System.

<https://www.ens-immi.moj.go.jp/NA01/NAA01S/NAA01STransfer> (TOP screen of the e-Notification System)

1.2 e-Notification System (Institutions) A List of Functions and Whole Image

The following functions can be used in the e-Notification System for institutions. In this manual, the flow of functions and screens are explained.

- Individual Registration of Notification (the Immigration Act ARTICLE 19-17)
- Lump sum Registration of Notification (the Immigration Act ARTICLE 19-17)
- Lump sum Registration of Notification conducted on behalf of substituting mid-to-long-term residents (the Immigration Act ARTICLE 19-16).
- E-mail Address Change
- Password Change
- See Notification Status



1.3 Required Environments

The e-Notification System can be operated normally with the following environments. Please note that operation is not guaranteed with other environments.

- Internet Browser: Google Chrome (Ver72)
- Required Program (for lump sum notifications): Microsoft Office Excel 2013

Since e-mail will be sent to the registered e-mail address from the e-Notification System, make sure that your e-mail setting allows to receive e-mails from the following domain.

@ens-immi.moj.go.jp

Please note that when there is no operation on the e-Notification System screens for a certain period of time (more than 30 minutes), re-login will be required. (Session timeout)

1.4 The e-Notification System Screens

Common ways to view each screen of the e-Notification System are explained.



出入国在留管理庁
Immigration Services Agency of Japan

電子届出システム

機関名 Your institution A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 13:58

[ログアウト Log out](#)

1 **STEP1 (入力Enter) / STEP2 (確認Confirm) / STEP3 (完了Done)**

メールアドレス変更入力 Entry of a change in e-mail address

2 MOE00007: !がついている項目を入力してください。
Enter the item with !.

メールアドレス E-mail address change

メールアドレス変更情報を入力してください。
Enter a change of your e-mail address.

3 ! **新しいメールアドレス New e-mail address** 4 必須 Required 半角英数字記号,60文字以内 Up to 60 1-byte alphanumeric letters

! **新しいメールアドレス(再入力) New e-mail address (Enter again)** 必須 Required
 半角英数字記号,60文字以内 Up to 60 1-byte alphanumeric letters

5 確認 Confirm

6 戻る Back

法務省出入国在留管理庁
Immigration Services Agency

Screen link No.	Screen Explanation Item	Contents
1	Process steps	Displays processing flow and current steps.
2	Error message	When an error occurs on entered contents, an error message will be displayed at the top part of the screen in red.
3	"!" mark	"!" will appear on error items. When the entry contents differ from the contents on the Residence Card, "!" is displayed on all items.

Screen link No.	Screen Explanation Item	Contents
4	Required item	Required" is shown on the items required to enter. An error occurs when nothing is entered and unable to go to the next step.
5	"Confirm" button	Click the "Confirm" button after entering all information in the input fields and checking that the entries are correct. The confirmation screen is then displayed, if there is no error in entered information. Error messages show up if there are errors in entered information.
6	"Back" button	When the "Back" button is clicked, the previous screen is displayed. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.

2 Basic Operations (for Institutions)

2.1 User information registration

In order for a person in charge of institution to which mid-to-long-term residents belong to submit notifications using the e-Notification System, it is necessary to register as a user first.

Persons in charge of institutions cannot register as a user using the Internet. For registration as a user by an institution, please download the template below and fill the form. Then take the form to your nearest Immigration Services Bureau to register as a user.

< Download URL of User Registration Template for Institutions >

<https://www.ens-immi.moj.go.jp/excel/FAA01L.pdf>

Note: After registration, if one year passes from the last log in date, the effective period of Authentication ID expires and you cannot use the "e-Notification System" becomes not usable. If the Authentication ID expires, please acquire the Authentication ID at the nearest Regional Immigration Services Bureau again.

2.2 Registration of Individual Notification (the Immigration Act ARTICLE 19-17)

The procedures to submit notification for mid-to-long-term resident individually using the e-Notification System are described. After notification event happens, you can submit a notification. Please note that you cannot submit a notification before the notification event happens.

This can be done only by an institution staff in charge who registered as a user beforehand.

When submitting a lump sum notification for multiple mid-to-long-term residents, refer to "2.3 Lump Sum Registration of Notification (the Immigration Act ARTICLE 19-17)".

2.2.1 Flow of Notification Registration

#	Screen	Operations
1		<p><u>Top Screen of the e-Notification System</u> [Operation]</p> <p>From the top screen of the e-Notification System, click the "The Specified Institutions" button to go to the log in screen for the institution.</p>
2		<p><u>Log in of Institution</u> [Operation]</p> <p>Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.</p> <ul style="list-style-type: none"> ● Authentication ID and Password <p>For how to obtain the Authentication ID and Password, refer to [2.1 User Information Registration].</p>

#	Screen	Operations
3	 <p>機関名 Your institution A B C 学校</p> <p>前回ログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p>ログアウト Log out</p> <p>所属機関メニュー Institution Menu</p> <p>届出情報登録(入管法第19条の17) Registration of notification (Article 19-17 of the Immigration Control and Refugee Recognition Act)</p> <p>対象の届出情報登録を選択してください。 Choose the type of notification registration you want.</p> <p>届出情報を登録する場合 To register your notification</p> <p>届出情報登録 Registration of a notification</p> <p>中長期在留者の受入れに関する届出を一括登録する場合 To register your lump sum notification of acceptance of mid-to-long-term residents</p>	<p><u>Institutions Menu</u></p> <p>[Operation]</p> <p>From the registration of notification (the Immigration Act ARTICLE 19-17), click the "Registration of a Notification" button to go to the next screen.</p>

#	Screen	Operations						
4	<div style="text-align: center;">  <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <h2>電子届出システム</h2> </div> <p>機関名 Your institution: A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p style="text-align: right;">ログアウト Log out</p> <p>STEP1 (対象者入力 Entry of the relevant resident) STEP2 (事由選択 Select reason) STEP3 (届出情報入力 Entry of notification) STEP4 (確認 Confirm) STEP5 (受付完了 Accepted)</p> <div style="background-color: #e0f2f1; padding: 5px; text-align: center;"> <p>届出対象者情報入力 Entry of information on the resident relevant to the notification</p> </div> <div style="background-color: #e0f2f1; padding: 5px; text-align: center;"> <p>届出の対象者 Resident relevant to the notification</p> </div> <p>届出の対象者の情報を入力してください。 Enter information on the resident relevant to the notification. 届出の対象者の情報を入力する際には、在留カード又は外国人登録証明書の券面の内容通りに入力してください。 Enter what is written in the Resident Card or Foreigner Registration Certificate precisely, as you enter information on the resident relevant to the notification. 在留カード又は外国人登録証明書の券面に氏名英字が記載されていない場合は、旅券に記載されている氏名英字を入力してください。 In case your name is not written in English on your residence Card or Foreigner Registration Certificate, enter your name spelling it as it appears on your passport.</p> <p>氏名英字 Name in alphabet 必須 Required 半角英字(大文字入力),104文字以内 スペース区切り Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.</p> <p>例 Example) TURNER ELIZABETH MD</p> <p>生年月日 Date of birth 必須 Required</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>年 Year</td> <td>月 Month</td> <td>日 Day</td> </tr> <tr> <td>2012</td> <td>12</td> <td>01</td> </tr> </table> <p>性別 Sex 必須 Required</p> <p><input checked="" type="radio"/> 男 Male <input type="radio"/> 女 Female</p> <p>国籍・地域 Nationality (region) 必須 Required</p> <p>住居地 都道府県市区町村 Address Prefecture, municipality 必須 Required</p> <p>検索 Search ボタンを押して一覧画面から選択してください。 Click the button and choose from the list displayed.</p> <p>住居地 町名丁目番地号等 Address Town name, street name, etc. 必須 Required 全角,80文字以内 Up to 80 2-byte characters</p> <p>例 Example) 鹿ヶ岡1丁目1番1号鹿ヶ岡八イツ2.0.2号</p> <p>在留カード番号 Residence Card No. 必須 Required</p> <p>在留カード番号 Residence Card No. 半角英数字(大文字入力),12文字 1-byte alphanumeric letters (upper case), up to 12 letters 在留カード番号 Residence Card No. いずれか1つ入力 Enter one of these.</p> <p>例 Example) AB12345678CD</p> <p>みなし(旧外国人登録証明書番号) "Minashi" (Deemed) Resident Card No. (Former Foreigner Registration Certificate No.) 半角英数字(大文字入力),11文字以内 Up to 11 1-byte alphanumeric letters (upper case) 在留カード番号 Residence Card No. いずれか1つ入力 Enter one of these.</p> <p>例 Example) B123456789</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 2px solid red; padding: 5px; background-color: #0070c0; color: white;">届出事由選択 Choose reason for notification</div> <div style="background-color: #0070c0; color: white; padding: 5px;">戻る Back</div> </div> <div style="text-align: right; margin-top: 20px;"> <p>法務省 出入国在留管理庁 Immigration Services Agency</p> </div>	年 Year	月 Month	日 Day	2012	12	01	<p><u>Entry of information on the resident relevant to the notification (STEP1)</u></p> <p>[Operation] Enter notification regarding a mid-to-long-term resident. In the each item's entry field (identification items, etc.), enter information exactly as shown in the Residence Card of the mid-to-long-term resident. When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport. After entering all required information, click the "Choose reason for notification" button to go to the next screen.</p> <ul style="list-style-type: none"> ● Errors When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.
年 Year	月 Month	日 Day						
2012	12	01						

#	Screen	Operations
5	<p data-bbox="233 188 1078 219">届出情報届出事由選択 Choose reason for submitting notification</p> <p data-bbox="233 248 1078 280">届出情報届出事由選択 Choose reason for submitting notification</p> <p data-bbox="233 304 464 342">登録対象の内容を選択してください。 Choose the subject of your notification.</p> <p data-bbox="244 376 627 416">中長期在留者の受入れの開始の届出を行う場合 To notify beginning of acceptance of a mid-to-long-term resident</p> <p data-bbox="424 405 898 577" style="border: 2px solid red;"> <input data-bbox="443 421 868 456" type="button" value="受入れの開始 Beginning of acceptance"/> <input data-bbox="443 521 868 557" type="button" value="受入れの終了 Termination of acceptance"/> </p> <p data-bbox="244 477 635 517">中長期在留者の受入れの終了の届出を行う場合 To notify termination of acceptance of a mid-to-long-term resident</p> <p data-bbox="443 602 868 638" style="border: 1px solid blue;"> <input data-bbox="443 602 868 638" type="button" value="戻る Back"/> </p> <p data-bbox="233 685 1121 719" style="background-color: #4a7ebb; color: white; text-align: right; padding: 5px;">法務省出入国在留管理庁</p>	<p data-bbox="1150 165 1436 271"><u>Choose reason for submitting notification (STEP 2)</u></p> <p data-bbox="1150 282 1294 313">[Operation]</p> <p data-bbox="1150 322 1406 577">Select the notification reason "Beginning of Acceptance" or "Termination of Acceptance" and click the button to go to the next screen.</p>

#	Screen	Operations						
6	<div data-bbox="507 174 813 318" style="text-align: center;">  <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <h2>電子届出システム</h2> </div> <div data-bbox="284 353 1045 398" style="display: flex; justify-content: space-between; margin-top: 20px;"> 機関名 Your institution: A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 14:00 </div> <div data-bbox="925 425 1037 452" style="text-align: right; margin-top: 10px;"> ログアウト Log out </div> <div data-bbox="284 481 590 600" style="margin-top: 20px;"> <p>STEP1(対象者入力 Entry of the relevant resident) STEP2(事由選択 Select reason) STEP3(届出情報入力 Entry of notification) STEP4(確認 Confirm) STEP5(受付完了 Accepted)</p> </div> <div data-bbox="284 616 1045 689" style="background-color: #e0f2f1; padding: 5px; margin-top: 20px;"> <p>届出情報入力 Enter your notification (受入れの終了 Termination of acceptance)</p> </div> <div data-bbox="284 728 1045 795" style="background-color: #e0f2f1; padding: 5px; margin-top: 10px;"> <p>中長期在留者の受入れの終了 Termination of acceptance of a mid-to-long-term resident</p> </div> <div data-bbox="284 810 446 862" style="margin-top: 10px;"> <p>届出情報を入力してください。 Enter your notification.</p> </div> <div data-bbox="925 873 1045 900" style="text-align: right; margin-top: 10px;"> よくある質問(Q & A) </div> <div data-bbox="295 907 646 1041" style="margin-top: 20px;"> <p>終了年月日 Date and year of termination 必須 Required</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 33%;">年 Year</td> <td style="text-align: center; width: 33%;">月 Month</td> <td style="text-align: center; width: 33%;">日 Day</td> </tr> <tr> <td style="border: 1px solid #ccc; text-align: center;">2012</td> <td style="border: 1px solid #ccc; text-align: center;">12</td> <td style="border: 1px solid #ccc; text-align: center;">01</td> </tr> </table> </div> <div data-bbox="284 1075 1045 1288" style="margin-top: 20px;"> <p>受入れ終了の理由 Reason for termination of acceptance 必須 Required</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> 卒業 Graduation <input type="radio"/> 退学 Leave school <input type="radio"/> 除籍 Expulsion <input type="radio"/> その他の理由 Other reasons <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div> <p style="font-size: small; margin-top: 5px;">全角,90文字以内 Up to 90 2-byte characters</p> </div> <div data-bbox="284 1321 1045 1355" style="background-color: #e0f2f1; padding: 5px; margin-top: 20px;"> <p>届出機関 Institution submitting notification</p> </div> <div data-bbox="284 1361 805 1388" style="font-size: small; margin-top: 5px;"> <p>届出機関情報を入力してください。 Enter information on the institution submitting the notification.</p> </div> <div data-bbox="284 1411 1045 1646" style="margin-top: 10px;"> <p>機関の名称 Name of the institution</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">A B C 学校</div> <p>機関の所在地 Location of the institution (都道府県市区町村 Prefecture, municipality)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">東京都品川区</div> <p>機関の所在地 Location of the institution (町名丁目番地号等 Town name, street name, etc.)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">西五反田 7-9-2</div> </div> <div data-bbox="284 1668 1045 1780" style="margin-top: 20px;"> <p>担当者氏名 Name of the person submitting the notification 必須 Required</p> <p style="font-size: small;">半角英字(大文字入力),104文字以内 スペース区切り Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">例 Example) TURNER ELIZABETH MD</div> </div> <div data-bbox="284 1792 1045 1870" style="margin-top: 10px;"> <p>担当者電話番号 Phone number of the person submitting the notification 必須 Required</p> <p style="font-size: small;">半角数字,12文字以内 Up to 12 1-byte letters</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">例 Example) 0312345678</div> </div> <div data-bbox="367 1892 925 1960" style="margin-top: 20px; text-align: center;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px; background-color: #0070c0; color: white; border-radius: 5px;">確認 Confirm</div> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 5px;">戻る Back</div> </div> </div> <div data-bbox="284 1993 1085 2049" style="background-color: #0070c0; color: white; padding: 5px; margin-top: 20px; text-align: right; font-size: small;"> <p>法務省 出入国在留管理庁 Immigration Services Agency</p> </div>	年 Year	月 Month	日 Day	2012	12	01	<p><u>Enter your notification (STEP3)</u> [Operation] After entering information on notification reason, click the "Confirm" button to go to the next screen.</p> <ul style="list-style-type: none"> ● Errors When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.
年 Year	月 Month	日 Day						
2012	12	01						

#	Screen	Operations																													
7	<div style="text-align: center;">  <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <h2>電子届出システム</h2> </div> <p>機関名 Your Institution: A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 14:02</p> <p style="text-align: right;">ログアウト Log out</p> <p>STEP1(対象者入力 Entry of the relevant resident) STEP2(事由選択 Select reason) STEP3(届出情報入力 Entry of notification) STEP4(確認Confirm) STEP5(受付完了 Accepted)</p> <div style="background-color: #e0f2f1; padding: 5px; margin: 10px 0;"> <p>届出情報確認 Confirming notification (受入れの終了 Termination of acceptance)</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin: 10px 0;"> <p>届出の対象者 Resident relevant to the notification</p> </div> <p>届出の対象者の情報を確認してください。 Confirm the information on the resident relevant to the notification.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>氏名英字 Name in alphabet</td></tr> <tr><td>TEST USER</td></tr> <tr><td>生年月日 Date of birth(年/月/日) (Year/month/day)</td></tr> <tr><td>1999/01/01</td></tr> <tr><td>性別 Sex</td></tr> <tr><td>男 Male</td></tr> <tr><td>国籍・地域 Nationality (region)</td></tr> <tr><td>中国 People's Republic of China</td></tr> <tr><td>住所地 Address (都道府県市区町村 Prefecture, municipality)</td></tr> <tr><td>東京都千代田区</td></tr> <tr><td>住所地 Address (町名丁目番地号等 Town name, street name, etc.)</td></tr> <tr><td>轟ヶ関1丁目1番1号轟ヶ関ハイツ202号</td></tr> <tr><td>在留カード番号 Residence Card No.</td></tr> <tr><td>AB12345678CD</td></tr> <tr><td>みなし在留カード番号 (旧外国人登録証明書番号) "Minashi" (Deemed) Resident Card No. (Former Foreigner Registration Certificate No.)</td></tr> </table> <div style="background-color: #e0f2f1; padding: 5px; margin: 10px 0;"> <p>中長期在留者の受入れの終了 Termination of acceptance of a mid-to-long-term resident</p> </div> <p>届出情報を確認してください。 Confirm your notification.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>終了年月日 Date and year of termination(年/月/日) (Year/month/day)</td></tr> <tr><td>2019/05/20</td></tr> <tr><td>受入れ終了の理由 Reason for termination of acceptance</td></tr> <tr><td>卒業 Graduation</td></tr> </table> <div style="background-color: #e0f2f1; padding: 5px; margin: 10px 0;"> <p>届出機関 Institution submitting notification</p> </div> <p>届出機関情報を確認してください。 Confirm the information on the institution submitting the notification.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>機関の名称 Name of the institution</td></tr> <tr><td>A B C 学校</td></tr> <tr><td>機関の所在地 Location of the institution(都道府県市区町村 Prefecture, municipality)</td></tr> <tr><td>東京都品川区</td></tr> <tr><td>機関の所在地 Location of the institution(町名丁目番地号等 Town name, street name, etc.)</td></tr> <tr><td>西五反田7-9-2</td></tr> <tr><td>担当者氏名 Name of the person submitting the notification</td></tr> <tr><td>NYUKAN TARO</td></tr> <tr><td>担当者電話番号 Phone number of the person submitting the notification</td></tr> <tr><td>0312345678</td></tr> </table>	氏名英字 Name in alphabet	TEST USER	生年月日 Date of birth(年/月/日) (Year/month/day)	1999/01/01	性別 Sex	男 Male	国籍・地域 Nationality (region)	中国 People's Republic of China	住所地 Address (都道府県市区町村 Prefecture, municipality)	東京都千代田区	住所地 Address (町名丁目番地号等 Town name, street name, etc.)	轟ヶ関1丁目1番1号轟ヶ関ハイツ202号	在留カード番号 Residence Card No.	AB12345678CD	みなし在留カード番号 (旧外国人登録証明書番号) "Minashi" (Deemed) Resident Card No. (Former Foreigner Registration Certificate No.)	終了年月日 Date and year of termination(年/月/日) (Year/month/day)	2019/05/20	受入れ終了の理由 Reason for termination of acceptance	卒業 Graduation	機関の名称 Name of the institution	A B C 学校	機関の所在地 Location of the institution(都道府県市区町村 Prefecture, municipality)	東京都品川区	機関の所在地 Location of the institution(町名丁目番地号等 Town name, street name, etc.)	西五反田7-9-2	担当者氏名 Name of the person submitting the notification	NYUKAN TARO	担当者電話番号 Phone number of the person submitting the notification	0312345678	<p><u>Confirming notification (STEP4)</u> [Operation] Confirm the information entered in the previous screen.</p> <p>You cannot check the contents of a notification later on the system; therefore, try to save the contents by printing or taking a screen shot (saving the screen).</p> <p>After saving the contents by printing or screen shot, enter a check mark by clicking the "I have obtained a copy of my notification." checkbox to go to the next screen.</p> <p>When correcting entries, click the "Back" button to move back to the entry screen and enter correct information. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.</p>
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#	Screen	Operations
	<p>控え取得の確認 Confirm copy</p> <p>届出ボタンをクリックすると、以降、届出内容を確認できなくなります。届出内容を控えとして印刷又はスクリーンショットを取得してください。</p> <p>届出内容を控えた後、チェックボックスにチェックを入れてください。</p> <p>Once you click the Notification button, you cannot confirm what you notified any more. Be sure print out or display a screen shot of your notification.</p> <p>After you have obtained a copy of your notification, check the check box.</p> <p><input type="checkbox"/> 届出内容を控えました。 I have obtained a copy of my notification.</p> <p>届出 Notifications 戻る Back</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	
8	<p> 出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>機関名 Your institution: A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 14:03</p> <p style="text-align: right;">ログアウト Log out</p> <p>STEP1 (対象者入力 Entry of the relevant resident) STEP2 (事由選択 Select reason) STEP3 (届出情報入力 Entry of notification) STEP4 (確認 Confirm) STEP5(受付完了 Accepted)</p> <p>届出情報受付完了 Notification received (受入れの終了 Termination of acceptance)</p> <p>届出情報登録を受け付けました。 Your notification has been received. メールアドレス abc@xyz.co.jp へ届出受付通知が届きます。 A notice of receiving of your notice should reach your e-mail address abc@xyz.co.jp 【届出受付番号 Notification Reception No. : OK1900000575】 【届出日時 Time and date of notification : 2019/06/04 14:28】</p> <p>メールがしばらくたっても届かない場合は、お手数ですが下記の問い合わせ先へご連絡ください。 In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.</p> <p>【問い合わせ先 For inquiries】 TEL: 050-3786-3053 E-MAIL: mjf.support.cw@hitachi-systems.com</p> <p>メニューへ To Menu</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><u>Notification received (STEP 5)</u> [Operation]</p> <p>This is the end of notification registration procedures.</p> <p>After several minutes, you will receive the “notice of receiving of your notice” to the registered e-mail address. The Immigration Services Agency will check the contents of the received notification.</p> <p>After confirming there is no problem on notification contents, the "Notice of completion of registration" will be e-mailed to the registered e-mail address. (It will take 1 to 2 days till the e-mail will be sent).</p> <p>If, when there are problems in the notification contents, an e-mail will be sent regarding the problems. Then, please re-submit a notification with correct contents.</p> <p>Click the "To Menu" button on the bottom of the screen to go back to the Institutions Menu screen.</p>

2.2.2 Description on Notification Entry Screen for a Mid-to-Long-Term Resident



出入国在留管理庁
Immigration Services Agency of Japan

電子届出システム

機関名 Your institution A B C 学校

前回ログイン日時 Time and date of your last login 2019/06/04
13:58

5 ログアウト Log out

STEP1 (対象者入力 Entry of the relevant resident)

STEP2 (事由選択 Select reason)

STEP3 (届出情報入力 Entry of notification)

STEP4 (確認 Confirm)

STEP5 (受付完了 Accepted)

届出対象者情報入力 Entry of information on the resident relevant to the notification

1 MOE00007. がついている項目を入力してください。
Enter the item with .

届出の対象者 Resident relevant to the notification

届出の対象者の情報を入力してください。

Enter information on the resident relevant to the notification.

届出の対象者の情報を入力する際には、在留カード又は外国人登録証明書の券面の内容通りに入力してください。

Enter what is written in the Resident Card or Foreigner Registration Certificate precisely, as you enter information on the resident relevant to the notification.

在留カード又は外国人登録証明書の券面に氏名英字が記載されていない場合は、旅券に記載されている氏名英字を入力してください。

In case your name is not written in English on your residence Card or Foreigner Registration Certificate, enter your name spelling it as it appears on your passport.

2 **氏名英字 Name in alphabet** 必須 Required
半角英字(大文字入力),104文字以内 スペース区切り Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

例 Example) TURNER ELIZABETH MD

生年月日 Date of birth 必須 Required

年 月 日
 Year Month Day

2012 / 12 / 01

性別 Sex 必須 Required

- 男 Male
 女 Female

国籍・地域 Nationality (region) 必須 Required

2

1 住居地 都道府県市区町村 Address Prefecture, municipality **必須 Required**

検索 Search ボタンを押して一覧画面から選択してください。 Click the button and choose from the list displayed.

住居地 町名丁目番地号等 Address Town name, street name, etc. **必須 Required** 全角,80文字以内 Up to 80 2-byte characters

例 Example) 霞ヶ関1丁目1番1号霞ヶ関ハイツ202号

在留カード番号 Residence Card No. **必須 Required**

在留カード番号 Residence Card No.
半角英数字(大文字入力),12文字 1-byte alphanumeric letters (upper case), up to 12 letters
在留カード番号 Residence Card No. いずれか1つ入力 Enter one of these.

例 Example) AB12345678CD

みなし在留カード番号(旧外国人登録証明書番号) "Minashi" (Deemed) Resident Card No. (Former Foreigner Registration Certificate No.)
半角英数字(大文字入力),11文字以内 Up to 11 1-byte alphanumeric letters (upper case)
在留カード番号 Residence Card No. いずれか1つ入力 Enter one of these.

例 Example) (B)第123456789号

3

届出事由選択 Choose reason for notification

4

戻る Back

Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Choose reason for notification" button is clicked.
2	Information on Notified Mid-to-Long-Term Resident	Enter notification of a resident. Enter as exactly written on the Residence Card (Alien Registration Certificate). "Required" is a required field. Please enter information. <ul style="list-style-type: none"> • Name in alphabet Enter as exactly written on the resident's Residence Card including a space. When the name on the card is not written in alphabet, enter the alphabetical name as shown in your passport. • Nationality Select your nationality from the pull-down list. Nationalities are, in principle, ordered in English alphabetical order.
3	"Choose reason for notification" button	You will proceed to the screen of "Choose reason for notification", if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
4	"Back" button	Returns to the Menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.
5	"Log out" link	Logs out from the e-Notification System.

2.2.3 Description on Notification Entry Screen



出入国在留管理庁
Immigration Services Agency of Japan

電子届出システム

機関名 Your institution A B C 学校

前回ログイン日時 Time and date of your last login 2019/06/04
13:58

6

ログアウト Log out

STEP1(対象者入力 [Entry of the relevant resident](#))
STEP2(事由選択 [Select reason](#))
STEP3(届出情報入力 [Entry of notification](#))
STEP4(確認 [Confirm](#))
STEP5(受付完了 [Accepted](#))

届出情報入力 Enter your notification (受入れの開始 Beginning of acceptance)

1

MOE00007: がついている項目を入力してください。
Enter the item with .

中長期在留者の受入れの開始 Beginning of acceptance of a mid-to-long-term resident

届出情報を入力してください。
Enter your notification.

[よくある質問\(Q & A\)](#)

2

開始年月日 [Beginning date and year](#) **必須 Required**

年 月 日
Year Month Day

2012 / 12 / 01

[受け入れた中長期在留者が行う活動の内容](#) [Activities to be conducted by the mid-to-long-term resident accepted](#) **必須 Required**

届出機関 Institution submitting notification

届出機関情報を入力してください。 Enter information on the institution submitting the notification.

機関の名称 Name of the institution

A B C 学校

機関の所在地 Location of the institution (都道府県市区町村 Prefecture, municipality)

東京都品川区

機関の所在地 Location of the institution (町名丁目番地号等 Town name, street name, etc.)

西五反田7-9-2

3

! 担当者氏名 Name of the person submitting the notification **必須 Required**
半角英字(大文字入力),104文字以内 スペース区切り Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

例 Example) TURNER ELIZABETH MD

! 担当者電話番号 Phone number of the person submitting the notification **必須 Required**
半角数字,12文字以内 Up to 12 1-byte letters

例 Example) 0312345678

4

確認 Confirm

5

戻る Back

法務省出入国在留管理庁
Immigration Services Agency

Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Confirm" button is clicked.
2	Notification	Enter notification. Depending on the status of residence, the items that are displayed on the screen change. "Required" is a required field. Please enter information.
3	Notification Institution Information	Enter "Name of person in charge" and phone number of institution information. "Required" is a required field. Please enter information.
4	"Confirm" button	You will proceed to the confirmation screen, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
5	"Back" link	Returns to the Menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.
6	"Log out" link	Logs out from the e-Notification System.

2.2.4 Descriptions on Notification Reason of Notification Entry Screen

Notification on the notification entry screen has different entry items depending on the following conditions.

- Current status of residence
- Notification reason

- When the latest status of residence is not "Student" and when the notification reason is "Beginning of acceptance"

中長期在留者の受入れの開始 Beginning of acceptance of a mid-to-long-term resident

届出情報を入力してください。
Enter your notification.

[よくある質問\(Q & A\)](#)

1 開始年月日 Beginning date and year 必須 Required

年 Year	月 Month	日 Day
<input type="text" value="2012"/>	<input type="text" value="12"/>	<input type="text" value="01"/>

受け入れた中長期在留者が行う活動の内容 Activities to be conducted by the mid-to-long-term resident accepted 必須 Required

Screen link No.	Screen Explanation Item	Contents
1	Notification	Enter the information of beginning of acceptance of the resident.

- When the latest status of residence is "Foreign Student" and when the notification reason is "Beginning of acceptance"

中長期在留者の受入れの開始 Beginning of acceptance of a mid-to-long-term resident

届出情報を入力してください。
Enter your notification.

[よくある質問\(Q & A\)](#)

1 開始年月日 Beginning date and year 必須 Required

年 Year	月 Month	日 Day
<input type="text" value="2012"/>	<input type="text" value="12"/>	<input type="text" value="01"/>

Screen link No.	Screen Explanation Item	Contents
1	Notification	Enter the information of beginning of acceptance of the resident.

- When the latest status of residence is not "Student" and when the notification reason is "Termination of acceptance"

中長期在留者の受入れの終了 Termination of acceptance of a mid-to-long-term resident

届出情報を入力してください。
Enter your notification.

[よくある質問\(Q & A\)](#)

1 終了年月日 **Date and year of termination** 必須 Required

年 月 日
Year Month Day

2012 / 12 / 01

Screen link No.	Screen Explanation Item	Contents
1	Notification	Enter the information of end of acceptance of the resident.

- When the latest status of residence is "Student" and when the notification reason is "Termination of acceptance"

中長期在留者の受入れの終了 Termination of acceptance of a mid-to-long-term resident

届出情報を入力してください。
Enter your notification.

[よくある質問\(Q & A\)](#)

1 終了年月日 **Date and year of termination** 必須 Required

年 月 日
Year Month Day

2012 / 12 / 01

受入れ終了の理由 **Reason for termination of acceptance** 必須 Required

卒業 Graduation
 退学 Leave school
 除籍 Expulsion
 その他の理由 Other reasons

全角,90文字以内 Up to 90 2-byte characters

Screen link No.	Screen Explanation Item	Contents
1	Notification	Enter the information of end of acceptance of the resident. When "Other Reasons" is selected for the reason of end of acceptance, enter reasons in the text box.

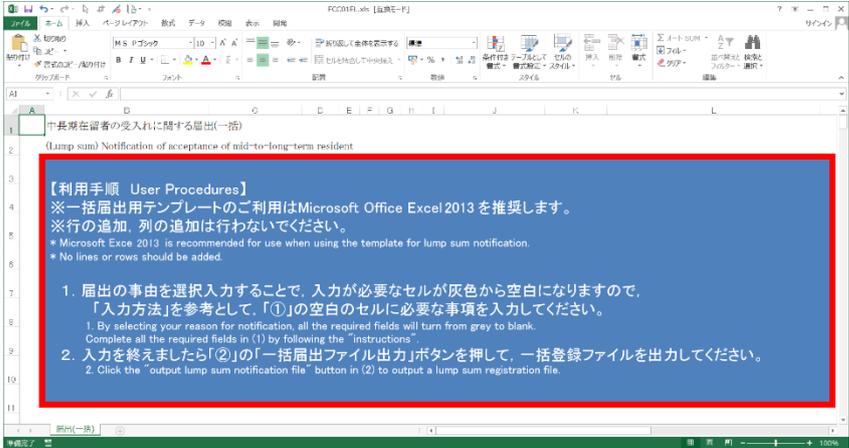
2.3 Registration of Lump Sum Notification (the Immigration Act ARTICLE 19-17)

It is possible to submit lump sum registration of multiple mid-to-long-term residents. Use a specified Excel file to do the lump sum registration. After notification event happens, you can submit a notification. Please note that you cannot submit a notification before the notification event happens.

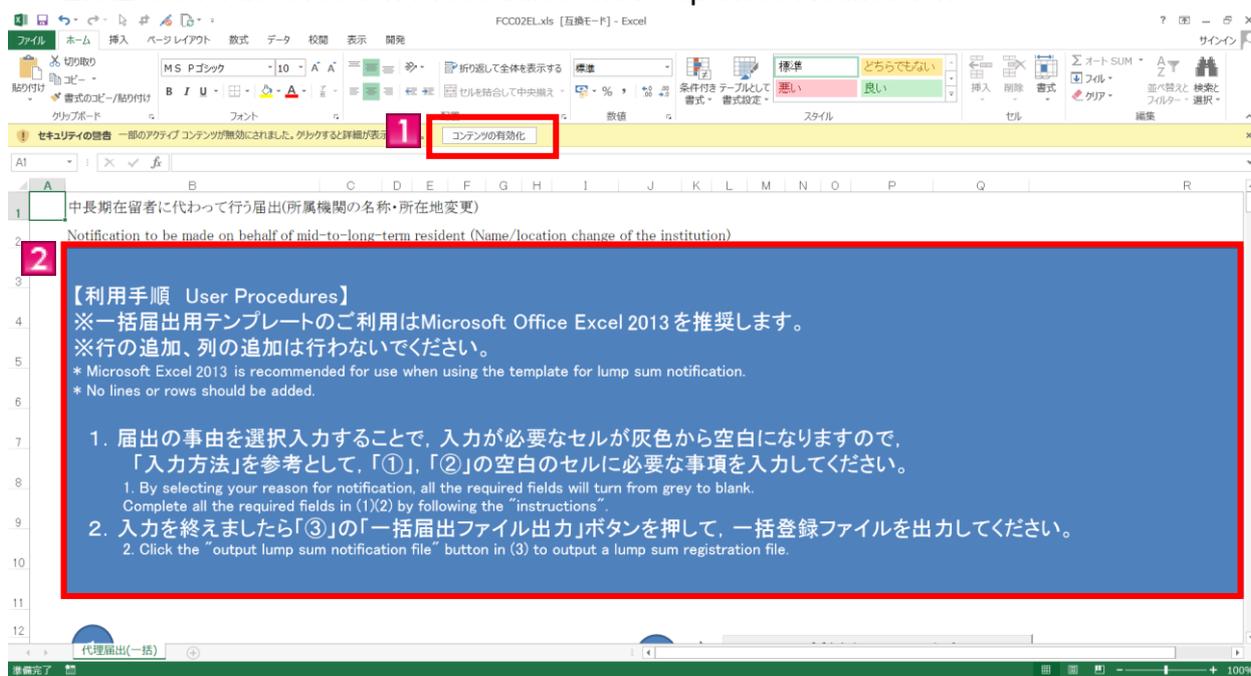
This can be done only by an institution staff in charge who registered as a user beforehand.

2.3.1 Preparation for Lump Sum Notification (Obtaining the specified Excel File and Input)

#	Screen	Operations
1	 <p>所属機関ログイン Log in page for the institution staff</p> <p>認証ID・パスワードを入力してログインを押してください。 Enter your authentication ID and password, to log in.</p> <p>認証ID Authentication ID 認証IDを入力してください。 Please enter an authentication ID</p> <p>パスワード Password パスワードを入力してください。 Please enter a password</p> <p>ログイン Log in</p> <p>認証IDをお持ちでない方は、地方入国管理官署窓口で利用者登録を行ってください。 If you do not have an Authentication ID yet, please make a user registration at the relevant section of a Regional Immigration Bureau. 認証ID・パスワードをお忘れの方、アカウントがロックされログインできない方は、地方入国管理官署窓口へ届出を行ってください。</p>	<p>Log in of Institution</p> <p>[Operation] Enter your Authentication ID and Password and click the "Log in" button to go to the next screen.</p>
2	 <p>パスワードを変更する場合 To change your password</p> <p>パスワード変更 Password change</p> <p>届出状況参照 See notification's status</p> <p>届出履歴は下記にて確認してください。 Confirm the history of your notifications below.</p> <p>届出状況参照 See notification's status</p> <p>テンプレートファイル Template file</p> <p>届出情報一括登録にて使用する一括届出用テンプレートを下記からダウンロードしてください。 Below, download the lump sum notification template to use in a lump sum registration of notifications.</p> <p>受入れ一括届出用テンプレートダウンロード Download the template for lump sum notification of acceptance</p> <p>所属機関の名称、所在地変更代理届出一括用テンプレートダウンロード Download the template for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents</p> <p>法務省 出入国在留管理庁 Immigration Services Agency</p>	<p>Institutions Menu</p> <p>[Operation] Download the Excel file for entry. From the "Template Files" listed at the lower part of the institution menu, click the "Template Download for Lump Sum Notification of Acceptance" to download the Excel file.</p> <ul style="list-style-type: none"> There are 2 types of links for temple files, please note the difference. There are "Template for Lump Sum Notification of Acceptance" and "Template for Lump Sum Notification of Name/Location Change of the Institution on behalf of Mid-to-Long-Term

#	Screen	Operations
		Residents". Here, please download the " Template for Lump Sum Notification of Acceptance".
3	 <p>中長期在留者の受入れに関する届出(一括) (Lump sum) Notification of acceptance of mid-to-long-term resident</p> <p>【利用手順 User Procedures】 ※一括届出用テンプレートのご利用はMicrosoft Office Excel 2013を推奨します。 ※行の追加、列の追加は行わないでください。 * Microsoft Exce 2013 is recommended for use when using the template for lump sum notification. * No lines or rows should be added.</p> <p>1. 届出の事由を選択入力することで、入力が必要なセルが灰色から空白になりますので、「入力方法」を参考として、「①」の空白のセルに必要な事項を入力してください。 1. By selecting your reason for notification, all the required fields will turn from grey to blank. Complete all the required fields in (1) by following the "instructions".</p> <p>2. 入力を終えたら「②」の「一括届出ファイル出力」ボタンを押して、一括登録ファイルを出力してください。 2. Click the "output lump sum notification file" button in (2) to output a lump sum registration file.</p>	<p><u>Entry of Notification/Creation of csv File</u> [Operation] Save the downloaded Excel file to Desktop or anywhere in your computer. After saving, open the file and enter information. Refer to the usage procedures shown in the Excel file about how to enter/create csv file.</p> <ul style="list-style-type: none"> ● Please note that the csv file for lump sum notification is not the edited Excel file itself, but the output file from the edited Excel file. ● Do not edit the csv file for lump sum notification once it is output. If you edit the csv file, it becomes impossible to register.

2.3.2 CSV File Creation Procedures of Acceptance Notification



* Please make sure that macro can be used in the environment of your computer.

Screen link No.	Screen Explanation Item	Contents
1	Warning of security	Click the "コンテンツの有効化(Enable Content)". ● Please do this before entering information.
2	Notification	Follow the "User Procedures" of the Excel file and create the csv file.

* Precautions for when using the template for lump sum notification of acceptance

- Macros need to be enabled to create CSV file for lump sum notification of acceptance using the template for lump sum notification of acceptance.
- "Description of activities the accepted mid-to-long-term resident engage in" does not have to be entered if the status of residence of the resident is "Student".
- "Date of the event requiring notification" does not have to be entered for the notification events of "Acceptance status as of May 1" and "Acceptance status as of December 1".
- When a pull-down menu is given, select the most appropriate item from the menu. Direct entry of an item not listed in the pull-down menu will cause an error.
- In case of reception error, we recommend you to save the template for lump sum notification of acceptance even after creating the CSV file for lump sum notification of acceptance by pressing the "Export lump sum notification file" button.

2.3.3 The Procedures of Lump Sum Registration for Notification of Acceptance (the Immigration Act ARTICLE 19-17)

After creating the csv file for lump sum notification of acceptance, follow the next procedures. For the creation procedures of csv file for lump sum notification for acceptance, refer to [2.3.1Preparation for Lump Sum Notification (Obtaining the Excel File and Input)]

#	Screen	Operations
1	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>トップへ Back to Top</p> <p>所属機関ログイン Log in page for the institution staff</p> <p>認証ID・パスワードを入力してログインを押してください。 Enter your authentication ID and password, to log in.</p> <p>認証ID Authentication ID 認証IDを入力してください。 Please enter an authentication ID</p> <p>パスワード Password パスワードを入力してください。 Please enter a password</p> <p>ログイン Log in</p> <p>認証IDをお持ちでない方は、地方入国管理官署窓口で利用者登録を行ってください。 If you do not have an Authentication ID yet, please make a user registration at the relevant section of a Regional Immigration Bureau. 認証ID・パスワードをお忘れの方、アカウントがロックされログインできない方は、地方入国管理官署窓口へ届出を行ってください。</p>	<p><u>Log in of Institution</u> [Operation] Enter your Authentication ID and Password and click the "Log in" button to go to the next screen.</p>
2	 <p>所属機関メニュー Institution Menu</p> <p>届出情報登録(入管法第19条の17) Registration of notification (Article 19-17 of the Immigration Control and Refugee Recognition Act)</p> <p>対象の届出情報登録を選択してください。 Choose the type of notification registration you want.</p> <p>届出情報を登録する場合 To register your notification</p> <p>届出情報登録 Registration of a notification</p> <p>中長期在留者の受入れに関する届出を一括登録する場合 To register your lump sum notification of acceptance of mid-to-long-term residents</p> <p>受入れ届出(一括) (Lump sum) Notification of acceptance</p> <p>届出情報登録(入管法第19条の16) Registration of notification (Article 19-16 of the Immigration Control and Refugee Recognition Act)</p> <p>中長期在留者に代わって所属機関の名称変更、所在地変更に関する届出を一括登録する場合 To register your lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents</p> <p>名称、所在地変更届出(一括) (Lump sum) Notification of name/location change</p>	<p><u>Institutions Menu</u> [Operation] From the registration of notification (the Immigration Act ARTICLE 19-17), click the "Notification of Acceptance (Lump Sum)" button to go to the next screen.</p>

#	Screen	Operations
3	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>機関名 Your institution A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p>ログアウト Log out</p> <p>STEP1 (所属機関入力 Enter the institution the resident belongs to.) STEP2 (ファイル指定 Specify file) STEP3 (ファイルアップロード完了 File uploaded successfully)</p> <p>届出所属機関情報入力 Enter information on institution</p> <p>届出機関 Institution submitting notification</p> <p>届出機関情報を入力してください。 Enter information on the institution submitting the notification.</p> <p>機関の名称 Name of the institution A B C 学校</p> <p>機関の所在地 Location of the institution (都道府県市区町村 Prefecture, municipality) 東京都品川区</p> <p>機関の所在地 Location of the institution (町名丁目番地号等 Town name, street name, etc.) 西五反田 7-9-2</p> <p>担当者氏名 Name of the person submitting the notification 必須 Required 半角英字(大文字入力),104文字以内 スペース区切り Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space. 例 Example) TURNER ELIZABETH MD</p> <p>担当者電話番号 Phone number of the person submitting the notification 必須 Required 半角数字,12文字以内 Up to 12 1-byte letters 例 Example) 0312345678</p> <p>次へ Next 戻る Back</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p>Enter Information on Institution (STEP1) [Operation]</p> <p>Enter the information of the institution submitting the notification. After entering all required information, click the "Next" button to go to the next screen.</p> <ul style="list-style-type: none"> ● Errors <p>When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.</p>

#	Screen	Operations
4	<div style="text-align: center;">  <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <h2>電子届出システム</h2> </div> <p>機関名 Your institution A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p style="text-align: right;">ログアウト Log out</p> <p>STEP1 (所属機関入力 Enter the institution the resident belongs to.) STEP2 (ファイル指定 Specify file) STEP3 (ファイルアップロード完了 File uploaded successfully)</p> <div style="background-color: #e0f2f1; padding: 5px; margin: 10px 0;">届出情報一括ファイル指定 Lump sum files specification of notifications</div> <div style="background-color: #e0f2f1; padding: 5px; margin: 10px 0;">届出機関 Institution submitting notification</div> <p>届出機関情報を確認してください。 Confirm the information on the institution submitting the notification.</p> <p>機関の名称 Name of the institution A B C 学校</p> <p>機関の所在地 Location of the institution (都道府県市区町村 Prefecture, municipality) 東京都品川区</p> <p>機関の所在地 Location of the institution (町名丁目番地号等 Town name, street name, etc.) 西五反田 7-9-2</p> <p>担当者氏名 Name of the person submitting the notification NYUKAN TARO</p> <p>担当者電話番号 Phone number of the person submitting the notification 0312345678</p> <div style="background-color: #e0f2f1; padding: 5px; margin: 10px 0;">届出情報一括ファイル指定 Lump sum files specification of notifications</div> <p>一括届出用CSVファイルを指定して、届出ボタンを押してください。 Specify the CSV file for lump sum notifications, and then click the Notification button.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>一括届出ファイル Lump sum notification file 必須 Required</p> <p>ファイル選択 選択されていません</p> </div> <p style="text-align: center;"> 届出 Notifications 戻る Back </p> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: right; margin-top: 20px;"> <small>法務省出入国在留管理庁 Immigration Services Agency</small> </div>	<p><u>Specification of Lump Sum File of Notification (STEP 2)</u></p> <p>[Operation]</p> <p>In "Lump sum notification file", specify the [CSV file for lump sum CSV notification of acceptance] created from the Excel template file. Click the "Notification" button to go to the next screen.</p> <ul style="list-style-type: none"> ● For the creation method of lump sum notification file, please refer to [2.3.1Preparation for Lump Sum Notification] ● Make sure to specify the CSV file created from the Excel file, not the Excel file itself. ● Errors <p>When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.</p>

#	Screen	Operations
5	 <p>The screenshot shows the '出入国在留管理庁' (Immigration Services Agency of Japan) '電子届出システム' (Electronic Filing System) interface. It displays a confirmation message: '届出情報一括ファイルアップロード完了 Lump sum notification file uploaded successfully'. Below this, it provides details such as the notification reception number (OI1900000573), the time and date of notification (2019/06/10 14:06), and the number of notifications processed (1). A 'メニューへ To Menu' button is visible at the bottom.</p>	<p><u>Completion of Notification of Lump Sum Registration of Information Reception (STEP 3)</u></p> <p>[Operation]</p> <p>This is the end of registration of lump sum notification procedures. After several minutes, you will receive the "Notice of receiving" to the registered e-mail address.</p> <p>If there are problems in the notification contents, an e-mail will be sent regarding the problems. In the case, correct all the errors and re-submit the notification including the mid-to-long-term residents whose information had no error.</p> <p>The Immigration Services Agency checks the contents of the received notification. After confirming there is no problem on notification contents, the "Notice of completion of registration" will be e-mailed to the registered e-mail address. (It will take 1 to 2 days till the e-mail will be sent).</p>

2.3.4 Description on Notification Entry Screen for an Institution



出入国在留管理庁
Immigration Services Agency of Japan

電子届出システム

機関名 Your institution A B C 学校

前回ログイン日時 Time and date of your last login 2019/06/04
13:58

5 ログアウト Log out

STEP1 (所属機関入力 Enter the institution the resident belongs to.)

STEP2 (ファイル指定 Specify file)

STEP3 (ファイルアップロード完了 File uploaded successfully)

届出所属機関情報入力 Enter information on institution

1 MOE00007: がついている項目を入力してください。
Enter the item with .

届出機関 Institution submitting notification

届出機関情報を入力してください。

Enter information on the institution submitting the notification.

機関の名称 Name of the institution

A B C 学校

機関の所在地 Location of the institution (都道府県市区町村 Prefecture, municipality)

東京都品川区

機関の所在地 Location of the institution (町名丁目番地号等 Town name, street name, etc.)

西五反田 7-9-2

2 担当者氏名 Name of the person submitting the notification 必須 Required 半角英字(大文字入力),104文字以内 スペース区切り
Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

例 Example) TURNER ELIZABETH MD

担当者電話番号 Phone number of the person submitting the notification 必須 Required

半角数字,12文字以内 Up to 12 1-byte letters

例 Example) 0312345678

3 次へ Next

4 戻る Back

法務省出入国在留管理庁
Immigration Services Agency

Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Next" button is clicked.
2	Information on the person submitting the notification	Enter notification of the institution. Enter "Name of the person submitting the notification" and "Phone number of the person submitting the notification". "Required" is a required field. Please enter information.
3	"Next" button	You will go to the next screen for notification, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
4	"Back" button	Returns to the Menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.
5	"Log out" link	Logs out from the e-Notification System.

2.3.5 Description of Specification of Lump Sum File of Notification



出入国在留管理庁
Immigration Services Agency of Japan

電子届出システム

機関名 Your institution A B C 学校

前回ログイン日時 Time and date of your last login 2019/06/04
13:58

5 ログアウト Log out

STEP1 (所属機関入力 Enter the institution the resident belongs to.)

STEP2 (ファイル指定 Specify file)

STEP3 (ファイルアップロード完了 File uploaded successfully)

届出情報一括ファイル指定 Lump sum files specification of notifications

1 MOE00007: がついている項目を入力してください。
Enter the item with .

届出機関 Institution submitting notification

届出機関情報を確認してください。

Confirm the information on the institution submitting the notification.

機関の名称 Name of the institution

A B C 学校

機関の所在地 Location of the institution (都道府県市区町村 Prefecture, municipality)

東京都品川区

機関の所在地 Location of the institution (町名丁目番地号等 Town name, street name, etc.)

西五反田 7-9-2

担当者氏名 Name of the person submitting the notification

NYUKAN TARO

担当者電話番号 Phone number of the person submitting the notification

0312345678

届出情報一括ファイル指定 Lump sum files specification of notifications

一括届出用CSVファイルを指定して、届出ボタンを押してください。

Specify the CSV file for lump sum notifications, and then click the Notification button.

2 一括届出ファイル Lump sum notification file **必須 Required**

ファイル選択 選択されていません

3 届出 Notifications

4 戻る Back

Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Notifications" button is clicked.
2	Specification of Lump Sum File of Notification	Specify the file for lump sum registration.
3	"Notifications" button	The completion screen will be displayed, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
4	"Back" button	Returns to the Menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.
5	"Log out" link	Logs out from the e-Notification System.

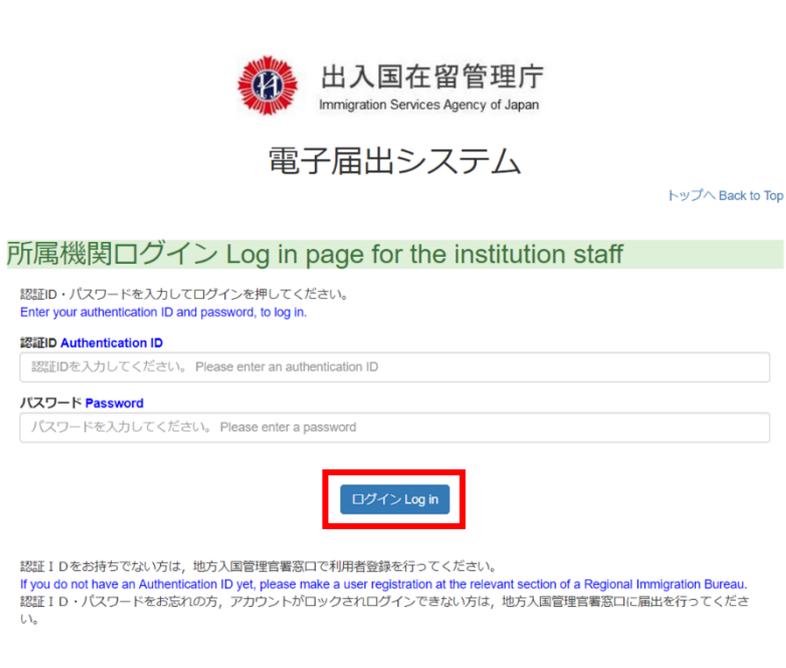
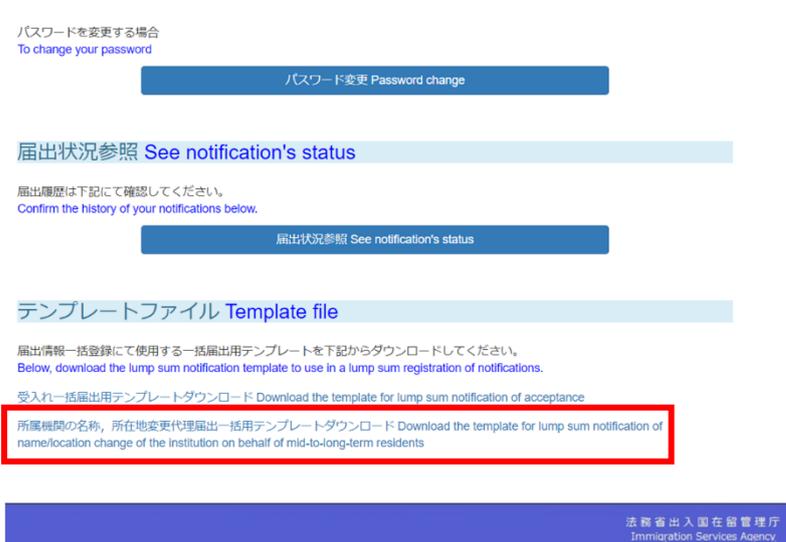
2.4 Registration of Lump Sum Notification on behalf of Mid-to-Long-Term Residents (Immigration Act ARTICLE 19-16).

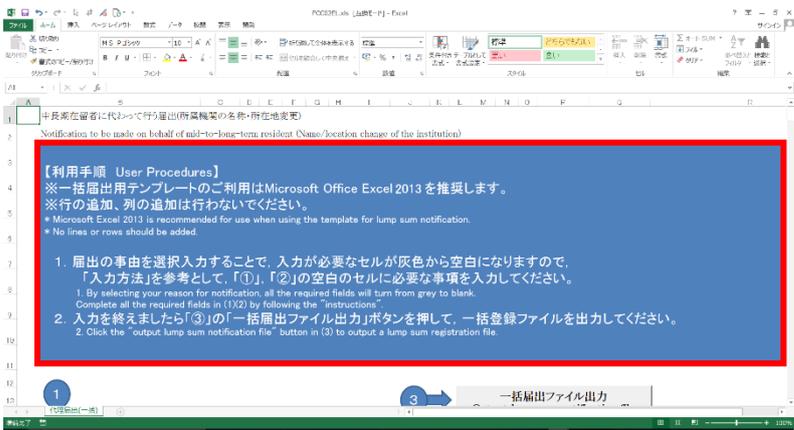
Upon a request made by a mid-to-long-term resident, a staff of the institution to which the resident belongs can submit the (lump sum) notification on behalf of the resident based on the Immigration Act ARTICLE 19-16. After a notification event happens, you can submit a notification. Please note that you cannot submit a notification before the notification event happens.

This can be done only by the person in charge who registered as a user beforehand.

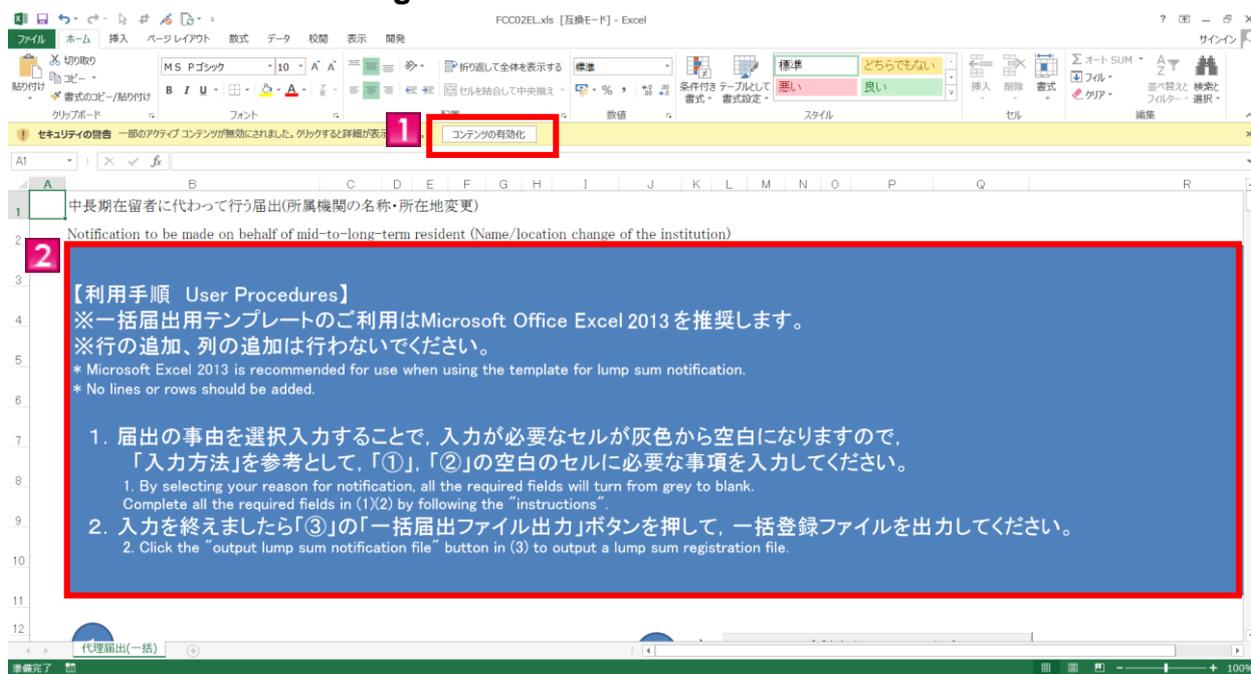
Also, it is necessary for the mid-to-long-term residents themselves to register as the user of the e-Notification System. Please note that if you submit a notification about mid-to-long-term residents who are not registered as the user, the notification will be an error.

2.4.1 Preparation for Lump Sum Notification (Obtaining the Excel File for Entry and Input)

#	Screen	Operations
1	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>トップへ Back to Top</p> <p>所属機関ログイン Log in page for the institution staff</p> <p>認証ID・パスワードを入力してログインをお願いします。 Enter your authentication ID and password, to log in.</p> <p>認証ID Authentication ID</p> <p>認証IDを入力してください。 Please enter an authentication ID</p> <p>パスワード Password</p> <p>パスワードを入力してください。 Please enter a password</p> <p>ログイン Log in</p> <p>認証IDをお持ちでない方は、地方入国管理官署窓口で利用者登録を行ってください。 If you do not have an Authentication ID yet, please make a user registration at the relevant section of a Regional Immigration Bureau.</p> <p>認証ID・パスワードをお忘れの方、アカウントがロックされログインできない方は、地方入国管理官署窓口へ届出を行ってください。</p>	<p><u>Log in Page for the Institution Staff</u></p> <p>[Operation]</p> <p>Enter your Authentication ID and Password in the log in screen and click the "Log in" button. The next screen is displayed.</p>
2	 <p>パスワードを変更する場合 To change your password</p> <p>パスワード変更 Password change</p> <p>届出状況参照 See notification's status</p> <p>届出履歴は下記にて確認してください。 Confirm the history of your notifications below.</p> <p>届出状況参照 See notification's status</p> <p>テンプレートファイル Template file</p> <p>届出情報一括登録にて使用する一括届出用テンプレートを下記からダウンロードしてください。 Below, download the lump sum notification template to use in a lump sum registration of notifications.</p> <p>受入れ一括届出用テンプレートダウンロード Download the template for lump sum notification of acceptance</p> <p>所属機関の名称、所在地変更代理届出一括用テンプレートダウンロード Download the template for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><u>Institution Menu</u></p> <p>[Operation]</p> <p>Download the Excel file from the "Template Files" listed at the lower part of the institution menu screen, by clicking the "Template for Lump Sum Notification of Name/Location Change of the institution on behalf of Mid-to-Long-Term Resident".</p> <ul style="list-style-type: none"> There are 2 types of links for temple files, please note the difference. There are "Template

#	Screen	Operations
		<p>for Lump Sum Notification of Acceptance" and "Template for Lump Sum Notification of Name/Location Change of the Institution on behalf of Mid-to-Long-Term Resident". Here, please download the "Template for Lump Sum Notification of Name/Location Change of the institution on behalf of Mid-to-Long-Term Resident".</p>
3	 <p>中長滞在留者に代わって行う届出(所属機関の名称・所在地変更)</p> <p>Notification to be made on behalf of mid-to-long-term resident (Name/location change of the institution)</p> <p>【利用手順 User Procedures】 ※一括届出用テンプレートのご利用はMicrosoft Office Excel 2013を推奨します。 ※行の追加、列の追加は行わないでください。 ※ Microsoft Excel 2013 is recommended for use when using the template for lump sum notification. ※ No lines or rows should be added.</p> <ol style="list-style-type: none"> 届出の事由を選択入力することで、入力が必要なセルが灰色から空白になりますので、「入力方法」を参考として、「①」「②」の空白のセルに必要な事項を入力してください。 1. By selecting your reason for notification, all the required fields will turn from grey to blank. Complete all the required fields in (1)(2) by following the "instructions". 入力を終えたら「③」の「一括届出ファイル出力」ボタンを押して、一括登録ファイルを出力してください。 2. Click the "output lump sum notification file" button in (3) to output a lump sum registration file. 	<p><u>Entry of Notification/Creation of csv File</u></p> <p>[Operation] Save the downloaded Excel file to Desktop or anywhere in your computer. After saving, open the file and enter notification. Refer to “User procedures” shown in the Excel file about how to enter/create csv file.</p> <ul style="list-style-type: none"> ● Please note that the csv file for lump sum notification is not the edited Excel file itself, but the output file from the edited Excel file. ● Do not edit the csv file for lump sum notification once it is output. If you edit the csv file, you cannot register the notification with the file.

2.4.2 Procedures to create a CSV file for Notification on behalf of mid-to-long-term resident



* Please make sure that macro can be used in the environment of your computer.

Screen link No.	Screen Explanation Item	Contents
1	Warning of security	Click the "コンテンツの有効化(Enable Content)". ● Please do this before entering notification.
2	Notification	Follow the "User Procedures" of the Excel file and create the csv file.

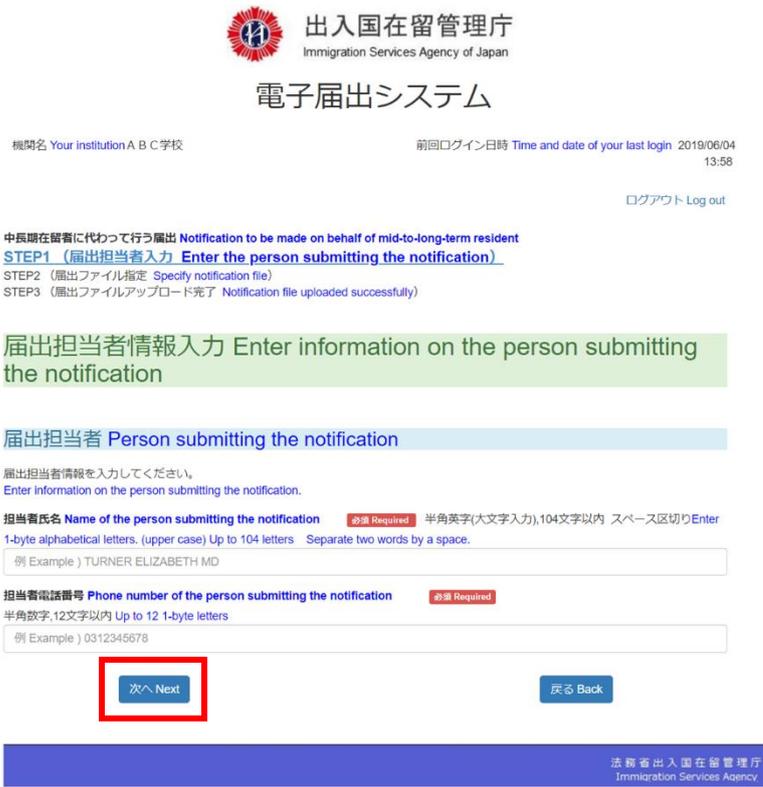
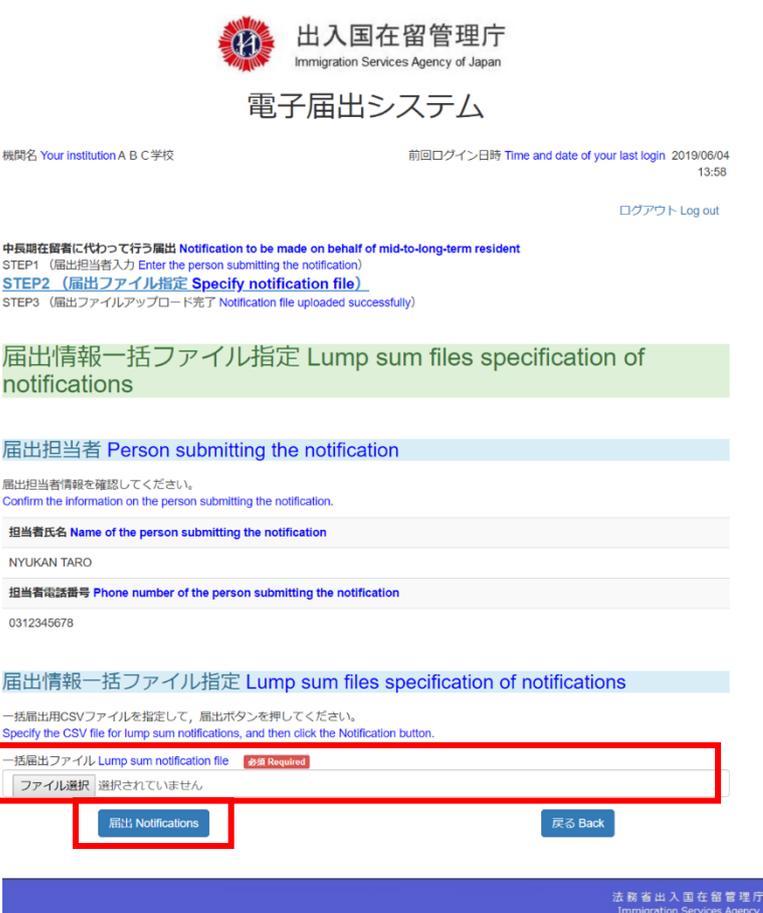
* Precautions for when using the template for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents

- Macros need to be enabled to create CSV file for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents using the template for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents.
- When a pull-down menu is given, select the most appropriate item from the menu. Direct entry of an item not listed in the pull-down menu will cause an error.
- In case of reception error, we recommend you to save the template for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents even after creating the CSV file for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents by pressing the "Export lump sum notification file" button.

2.4.3 Registration of Lump Sum Notification (Immigration Act ARTICLE 19-16) on behalf of Mid-to-Long-Term Residents.

After creating a csv file for substitution notification, follow the next procedures. For the creation procedures of csv file, refer to [2.4.1Preparation for Lump Sum Notification (Obtaining the Excel File for Entry and Input)]

#	Screen	Operations
1		<p>Log in [Operation]</p> <p>Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.</p>
2		<p>Institution Menu [Operation]</p> <p>From the "Registration of Notification (Article 19-16 of the Immigration Control and Refugee Recognition Act)", click the "(Lump Sum) Notification of Name/Location Change" button to go to the next screen.</p>

#	Screen	Operations
3	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>機関名 Your institution A B C 学校 前回のログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p>ログアウト Log out</p> <p>中長期在留者に代わって行う届出 Notification to be made on behalf of mid-to-long-term resident STEP1 (届出担当者入力 Enter the person submitting the notification) STEP2 (届出ファイル指定 Specify notification file) STEP3 (届出ファイルアップロード完了 Notification file uploaded successfully)</p> <p>届出担当者情報入力 Enter information on the person submitting the notification</p> <p>届出担当者 Person submitting the notification</p> <p>届出担当者情報を入力してください。 Enter information on the person submitting the notification.</p> <p>担当者氏名 Name of the person submitting the notification 必須 Required 半角英字(大文字入力),104文字以内 スペース区切り Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space. 例 Example) TURNER ELIZABETH MD</p> <p>担当者電話番号 Phone number of the person submitting the notification 必須 Required 半角数字,12文字以内 Up to 12 1-byte letters 例 Example) 0312345678</p> <p>次へ Next 戻る Back</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><u>Enter the Person Submitting the Notification (STEP1)</u> [Operation]</p> <p>Enter the information on the person in charge of the notification.</p> <p>After entering all required information, click the "Next" button to go to the next screen.</p> <ul style="list-style-type: none"> ● Errors <p>When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.</p>
4	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>機関名 Your institution A B C 学校 前回のログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p>ログアウト Log out</p> <p>中長期在留者に代わって行う届出 Notification to be made on behalf of mid-to-long-term resident STEP1 (届出担当者入力 Enter the person submitting the notification) STEP2 (届出ファイル指定 Specify notification file) STEP3 (届出ファイルアップロード完了 Notification file uploaded successfully)</p> <p>届出情報一括ファイル指定 Lump sum files specification of notifications</p> <p>届出担当者 Person submitting the notification</p> <p>届出担当者情報を確認してください。 Confirm the information on the person submitting the notification.</p> <p>担当者氏名 Name of the person submitting the notification NYUKAN TARO</p> <p>担当者電話番号 Phone number of the person submitting the notification 0312345678</p> <p>届出情報一括ファイル指定 Lump sum files specification of notifications</p> <p>一括届出用CSVファイルを指定して、届出ボタンを押してください。 Specify the CSV file for lump sum notifications, and then click the Notification button.</p> <p>一括届出ファイル Lump sum notification file 必須 Required ファイル選択 選択されていません</p> <p>届出 Notifications 戻る Back</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><u>Specify Notification File (STEP 2)</u> [Operation]</p> <p>In " Lump sum notification file)", specify the [CSV file for lump sum substitution notification] created from the Excel template file.</p> <p>Click the " Notifications" button to go to the next screen.</p> <ul style="list-style-type: none"> ● For the creation method of lump sum notification file, please refer to [2.4.1Preparation for Lump Sum Notification] ● Make sure to specify the CSV file created from the Excel file, not the Excel file itself. ● Errors <p>When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.</p>



出入国在留管理庁
Immigration Services Agency of Japan

電子届出システム

機関名 Your institution A B C 学校 前回ログイン日時 Time and date of your last login
2019/06/04 13:58

ログアウト Log out

中長期在留者に代わって行う届出 **Notification to be made on behalf of mid-to-long-term resident**
STEP1 (届出担当者入力 Enter the person submitting the notification)
STEP2 (届出ファイル指定 Specify notification file)
STEP3 (届出ファイルアップロード完了 Notification file uploaded successfully)

届出情報一括ファイルアップロード完了 Lump sum notification file uploaded successfully

届出情報一括ファイルのアップロードが完了しました。
The lump sum notification file has been uploaded successfully.
メールアドレス user15@ens-test.com へ届出受付通知が届きます。
A notice of receiving of your notice should reach your e-mail address
user15@ens-test.com
【届出受付番号Notification Reception No. : 011900000574】
【届出日時Time and date of notification : 2019/06/10 15:02】
【処理件数Number of notifications processed : 1 件 Notification】

メールがしばらくたって届かない場合は、お手数ですが下記の問い合わせ先へご連絡ください。
In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.

【問い合わせ先】
TEL: 050-3786-3053
E-MAIL: mjf.support.cw@hitachi-systems.com

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Completion of Upload of Lump Sum Notification (STEP 3)

[Operation]

This is the end of the registration procedures of lump sum notification.

After several minutes, you will receive the "Notice of receiving" to the registered e-mail address.

If there are problems in the notification contents, an e-mail will be sent regarding the problems. In the case, correct all the errors and re-submit the notification including the mid-to-long-term residents whose information had no error.

The Immigration Services Agency checks the contents of the received notification. After confirming there is no problem on notification contents, the "Notice of completion of registration" will be e-mailed to the registered e-mail address. (It will take 1 to 2 days till the e-mail will be sent).

2.4.4 Description on Substitution Notification Entry Screen



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前回ログイン日時 Time and date of your last login 2019/06/04
13:58

5 ログアウト Log out

中長期在留者に代わって行う届出 Notification to be made on behalf of mid-to-long-term resident

STEP1 (届出担当者入力 Enter the person submitting the notification)

STEP2 (届出ファイル指定 Specify notification file)

STEP3 (届出ファイルアップロード完了 Notification file uploaded successfully)

届出担当者情報入力 Enter information on the person submitting the notification

1 MOE00007: ❶がついている項目を入力してください。
Enter the item with ❶.

届出担当者 Person submitting the notification

届出担当者情報を入力してください。

Enter information on the person submitting the notification.

2 ❶ 担当者氏名 Name of the person submitting the notification 必須 Required 半角英字(大文字入力),104文字以内 スペース区切り
Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

例 Example) TURNER ELIZABETH MD

❶ 担当者電話番号 Phone number of the person submitting the notification 必須 Required
半角数字,12文字以内 Up to 12 1-byte letters

例 Example) 0312345678

3 次へ Next

4 戻る Back

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Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Next" button is clicked.
2	Person in charge of submitting a notification	Enter the information of the person in charge of submitting a notification. "Required" is a required field. Please enter information.
3	"Next" button	You will go to the next screen, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
4	"Back" button	Returns to the Menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.
5	"Log out" link	Logs out from the e-Notification System.

2.4.5 Description of Completion of Lump Sum Notification on behalf of Mid-to-Long-Term Residents



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機関名 Your institution A B C 学校

前回ログイン日時 Time and date of your last login 2019/06/04
13:58

5 ログアウト Log out

中長期在留者に代わって行う届出 Notification to be made on behalf of mid-to-long-term resident

STEP1 (届出担当者入力 Enter the person submitting the notification)

STEP2 (届出ファイル指定 Specify notification file)

STEP3 (届出ファイルアップロード完了 Notification file uploaded successfully)

届出情報一括ファイル指定 Lump sum files specification of notifications

1 MOE00007: がついている項目を入力してください。
Enter the item with .

届出担当者 Person submitting the notification

届出担当者情報を確認してください。

Confirm the information on the person submitting the notification.

担当者氏名 Name of the person submitting the notification

NYUKAN TARO

担当者電話番号 Phone number of the person submitting the notification

0312345678

届出情報一括ファイル指定 Lump sum files specification of notifications

一括届出用CSVファイルを指定して、届出ボタンを押してください。

Specify the CSV file for lump sum notifications, and then click the Notification button.

2 一括届出ファイル Lump sum notification file **必須 Required**

ファイル選択 選択されていません

3 届出 Notifications

4 戻る Back

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Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Submit" button is clicked.

Screen link No.	Screen Explanation Item	Contents
2	Specification of Lump Sum File of Notification	Specify the file for lump sum notification.
3	"Submit" button	The completion screen will be displayed, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
4	"Back" button	Returns to the Menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.
5	"Log out" link	Logs out from the e-Notification System.

2.5 Change of E-mail Address

The following are procedures to change the registered e-mail address that the Immigration Services Agency can send e-mails to.

This can be done only by the person in charge who registered as a user beforehand.

If you forget the Authentication ID or Password, it cannot be changed using the e-Notification System. Please go to the nearest Regional Immigration Services Bureau.

2.5.1 Procedures for Change of E-mail Address

#	Screen	Operations
1		<p><u>Log in of Institution</u> [Operation] Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.</p>
2		<p><u>Institutions Menu</u> [Operation] Click the "E-mail Address Change" button to go to the next screen.</p>

3

Entry of a Change in E-mail Address (STEP 1)

[Operation]

Enter your e-mail address in the input field. After entering all required information, click the "Confirm" button to go to the next screen.

● Errors

When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.

4

Confirming E-mail Address Change (STEP 2)

[Operation]

After confirming the contents entered in the previous screen, click the "Register" button to move to the next screen.

When correcting entries, click the "Back" button to move back to the entry screen and enter correct information.

Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.

5



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機関名 Your institution ABC 学校

前回ログイン日時 Time and date of your last login
2019/06/04 13:58

ログアウト Log out

STEP1 (入力 Enter) / STEP2 (確認 Confirm) / STEP3 (完了 Done)

メールアドレス変更完了 E-mail address change done

メールアドレスの変更が完了しました。
Your e-mail address has been changed.

メールアドレス abc@xyz.co.jp へ変更通知が届きます。
A change notice should reach the e-mail address abc@xyz.co.jp

メールがしばらくたっても届かない場合は、お手数ですが下記の問い合わせ先へご連絡ください。
In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.

【問い合わせ先 For inquiries】
TEL: 050-3786-3053
E-MAIL: mjf.support.cw@hitachi-systems.com

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Completion of the Change (STEP 3)

[Operation]

This is the end of the procedures for change of E-mail address procedures. After several minutes, you will receive the "Notice of completion of change" on the new e-mail address.

2.5.2 Description of Entry of E-mail Address Change Screen



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13:58

5 ログアウト Log out

STEP1 (入力Enter) / STEP2 (確認Confirm) / STEP3 (完了Done)

メールアドレス変更入力 Entry of a change in e-mail address

1 MOE00007: **!**がついている項目を入力してください。
Enter the item with **!**.

メールアドレス E-mail address change

メールアドレス変更情報を入力してください。
Enter a change of your e-mail address.

2 **!** 新しいメールアドレス New e-mail address **必須 Required** 半角英数字記号,60文字以内 Up to 60 1-byte alphanumeric letters

例 Example) abc@xyz.co.jp

! 新しいメールアドレス(再入力) New e-mail address (Enter again) **必須 Required**
半角英数字記号,60文字以内 Up to 60 1-byte alphanumeric letters

例 Example) abc@xyz.co.jp

3 確認 Confirm

4 戻る Back

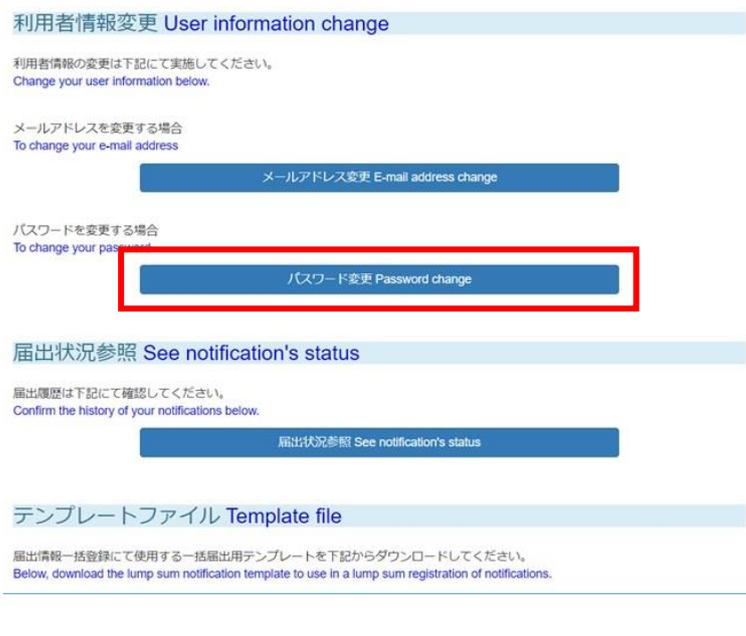
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Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Submit" button is clicked.
2	E-mail Address Change Information	Enter your new E-mail address. "Required" is a required field. Please enter information.
3	"Confirm" button	The confirmation screen will be displayed, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
4	"Back" button	Returns to the Menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.
5	"Log out" link	Logs out from the e-Notification System.

2.6 Password Change

The followings are procedures to change Password used to log in the e-Notification System are described. This can be done only by the person in charge who registered as a user beforehand.

2.6.1 Procedures for Password Change

#	Screen	Operations
1	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>トッヘ Back to Top</p> <p>所属機関ログイン Log in page for the institution staff</p> <p>認証ID・パスワードを入力してログインを押してください。 Enter your authentication ID and password, to log in.</p> <p>認証ID Authentication ID 認証IDを入力してください。 Please enter an authentication ID</p> <p>パスワード Password パスワードを入力してください。 Please enter a password</p> <p>ログイン Log in</p> <p>認証IDをお持ちでない方は、地方入国管理官署窓口で利用者登録を行ってください。 If you do not have an Authentication ID yet, please make a user registration at the relevant section of a Regional Immigration Bureau. 認証ID・パスワードをお忘れの方、アカウントがロックされログインできない方は、地方入国管理官署窓口に届出を行ってください。</p>	<p><u>Log in</u> [Operation] Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.</p>
2	 <p>利用者情報変更 User information change</p> <p>利用者情報の変更は下記にて実施してください。 Change your user information below.</p> <p>メールアドレスを変更する場合 To change your e-mail address</p> <p>メールアドレス変更 E-mail address change</p> <p>パスワードを変更する場合 To change your password</p> <p>パスワード変更 Password change</p> <p>届出状況参照 See notification's status</p> <p>届出履歴は下記にて確認してください。 Confirm the history of your notifications below.</p> <p>届出状況参照 See notification's status</p> <p>テンプレートファイル Template file</p> <p>届出情報一括登録にて使用する一括届出用テンプレートを下記からダウンロードしてください。 Below, download the lump sum notification template to use in a lump sum registration of notifications.</p>	<p><u>Institution Menu</u> [Operation] Click the "Password Change" button to go to the next screen.</p>

#	Screen	Operations
3	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>機関名 Your Institution A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p>ログアウト Log out</p> <p>STEP1 (入力 Enter) / STEP2 (完了 Done)</p> <p>パスワード変更入力 Entry of a password change</p> <p>パスワード Password</p> <p>パスワード変更情報を入力してください。 Enter a change to your password.</p> <p>現在のパスワード Current password 必須 Required</p> <p>新しいパスワード New password 必須 Required 必ず半角英字・半角数字・半角記号の3種類を混在させて、8文字以上32文字以内で入力してください。 大文字、小文字は別の文字として区別します。入力可能な記号は\$%&=@_#*+?!です。 Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must be 8 letters or longer and up to 32 letters. Case-sensitive. The signs you can enter are \$%&=@_#*+?!</p> <p>新しいパスワード(再入力) New password (Enter again) 必須 Required 必ず半角英字・半角数字・半角記号の3種類を混在させて、8文字以上32文字以内で入力してください。 大文字、小文字は別の文字として区別します。入力可能な記号は\$%&=@_#*+?!です。 Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must be 8 letters or longer and up to 32 letters. Case-sensitive. The signs you can enter are \$%&=@_#*+?!</p> <p>登録 Register 戻る Back</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><u>Entry of Password Change (STEP 1)</u> [Operation]</p> <p>In the entry fields, enter the current Password and new Password respectively. The new Password you entered will not be displayed in the next screen. After entering all required information, click the "Register" button to go to the next screen.</p> <ul style="list-style-type: none"> ● Errors <p>When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.</p>
4	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>機関名 Your institution A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p>ログアウト Log out</p> <p>STEP1 (入力 Enter) / STEP2 (完了 Done)</p> <p>パスワード変更完了 Password change done</p> <p>パスワードの変更が完了しました。 Your password change has been done. メールアドレス abc@xyz.co.jp へ変更通知が届きます。 A change notice should reach the e-mail address abc@xyz.co.jp</p> <p>メールがしばらくたって届かない場合は、お手数ですが下記の問い合わせ先へご連絡ください。 In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.</p> <p>【問い合わせ先 For inquiries】 TEL: 050-3786-3053 E-MAIL: mjf.support.cw@hitachi-systems.com</p> <p>メニューへ To Menu</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><u>Completion of Password Change (STEP 2)</u> [Operation]</p> <p>This is the end of the procedures for Password change procedures. After several minutes, you will receive the "Notice of completion of change" to the registered e-mail address.</p>

2.6.2 Description of Entry of Password Change Screen



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機関名 Your institution A B C 学校

前回ログイン日時 Time and date of your last login 2019/06/04
13:58

5 ログアウト Log out

STEP1 (入力 Enter) / STEP2 (完了 Done)

パスワード変更入力 Entry of a password change

1 MOE00007: **!**がついている項目を入力してください。
Enter the item with **!**.

パスワード Password

パスワード変更情報を入力してください。
Enter a change to your password.

2 **!** 現在のパスワード Current password **必須 Required**

! 新しいパスワード New password **必須 Required**
必ず半角英字・半角数字・半角記号の3種類を混在させて、8文字以上32文字以内で入力してください。
大文字、小文字は別の文字として区別します。入力可能な記号は\$%&=@_#*+~?!です。
Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must be 8 letters or longer and up to 32 letters.
Case-sensitive. The signs you can enter are \$%&=@_#*+~?!

! 新しいパスワード(再入力) New password (Enter again) **必須 Required**
必ず半角英字・半角数字・半角記号の3種類を混在させて、8文字以上32文字以内で入力してください。
大文字、小文字は別の文字として区別します。入力可能な記号は\$%&=@_#*+~?!です。
Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must be 8 letters or longer and up to 32 letters.
Case-sensitive. The signs you can enter are \$%&=@_#*+~?!

3 登録 Register

4 戻る Back

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Screen link No.	Screen Explanation Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Register" button is clicked.

Screen link No.	Screen Explanation Item	Contents
2	Password Change Information	<p>Enter new Password. "Required" is a required field. Please enter information.</p> <p>● Password Upper case and lower case are distinguished for Password. You cannot use words used in the Authentication ID to the Password. Please make sure to keep the Password in a secure place. Password is not included written in the e-mail sent from the Immigration Services Agency. "●" is displayed as you type the Password in the Password field. It is recommended to save your Password on Note Pad and copy & paste the Password into the Password input field in order to confirm the Password you entered.</p>
3	"Register" button	<p>The confirmation screen will be displayed, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.</p>
4	"Back" button	<p>When the "Back" button is clicked, the Menu screen is displayed. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.</p>
5	"Log out" link	<p>Logs out from the e-Notification System.</p>

2.7 Viewing Notification Status

You can check the notification status you submitted using the e-Notification System. You cannot check the contents of notification.

This can be done only by the person in charge who registered as a user beforehand.

2.7.1 Viewing Notification Status

#	Screen	Operations
1	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>トップへ Back to Top</p> <p>所属機関ログイン Log in page for the institution staff</p> <p>認証ID・パスワードを入力してログインを押してください。 Enter your authentication ID and password, to log in.</p> <p>認証ID Authentication ID 認証IDを入力してください。 Please enter an authentication ID</p> <p>パスワード Password パスワードを入力してください。 Please enter a password</p> <p>ログイン Log in</p> <p>認証IDをお持ちでない方は、地方入国管理官署窓口で利用者登録を行ってください。 If you do not have an Authentication ID yet, please make a user registration at the relevant section of a Regional Immigration Bureau. 認証ID・パスワードをお忘れの方、アカウントがロックされログインできない方は、地方入国管理官署窓口へ届出を行ってください。</p>	<p>Log in [Operation] Enter your Authentication ID and Password in the log in screen and click the "Log in" button. The next screen is displayed.</p>
2	 <p>パスワードを変更する場合 To change your password</p> <p>パスワード変更 Password change</p> <p>届出状況参照 See notification's status</p> <p>届出履歴は下記にて確認してください。 Confirm the history of your notifications below</p> <p>届出状況参照 See notification's status</p> <p>テンプレートファイル Template file</p> <p>届出情報一括登録にて使用する一括届出用テンプレートを下記からダウンロードしてください。 Below, download the lump sum notification template to use in a lump sum registration of notifications.</p> <p>受入れ一括届出用テンプレートダウンロード Download the template for lump sum notification of acceptance</p> <p>所属機関の名称、所在地変更代理届出一括用テンプレートダウンロード Download the template for lump sum notification of name/location change of the institution on behalf of mid-to-long-term residents</p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p>Institution Menu [Operation] Click the "See Notification's Status" button on the lower part of the screen to go to the next screen.</p>

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3	<div style="text-align: center;">  <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> </div> <p>機関名 Your institution A B C 学校 前回ログイン日時 Time and date of your last login 2019/06/04 13:58</p> <p style="text-align: right;">ログアウト Log out</p> <div style="background-color: #e0f0ff; padding: 5px; margin-top: 10px;"> <p>届出状況参照 See notification's status</p> <p>過去すべての履歴を表示しています。 The whole history is displayed.</p> <p>総件数 (Total No. of notifications) 18 件 (Notification) 1-10件 Notification表示中 Displaying</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>項番 Item No.</th> <th>届出日時 Time and date of notification</th> <th>届出受付番号 Notification Reception No.</th> <th>届出事由 Reason for notification</th> <th>処理件数 Number of notifications p</th> </tr> </thead> <tbody> <tr><td>1</td><td>2019/05/29 13:33</td><td>OI1900000571</td><td>一括登録 Lump sum registration</td><td>1</td></tr> <tr><td>2</td><td>2019/05/29 13:05</td><td>OI1900000570</td><td>一括登録 Lump sum registration</td><td>1</td></tr> <tr><td>3</td><td>2019/05/29 12:54</td><td>OK1900000569</td><td>受入れ開始 Beginning of acceptance</td><td>1</td></tr> <tr><td>4</td><td>2019/04/19 18:39</td><td>OI1900000566</td><td>一括登録 Lump sum registration</td><td>1</td></tr> <tr><td>5</td><td>2019/04/19 18:35</td><td>OI1900000565</td><td>一括登録 Lump sum registration</td><td>1</td></tr> <tr><td>6</td><td>2019/04/19 18:18</td><td>OK1900000564</td><td>受入れ開始 Beginning of acceptance</td><td>1</td></tr> <tr><td>7</td><td>2019/04/19 17:35</td><td>OK1900000563</td><td>受入れ開始 Beginning of acceptance</td><td>1</td></tr> <tr><td>8</td><td>2019/04/19 17:28</td><td>OK1900000562</td><td>受入れ開始 Beginning of acceptance</td><td>1</td></tr> <tr><td>9</td><td>2019/04/19 17:18</td><td>OK1900000559</td><td>受入れ開始 Beginning of acceptance</td><td>1</td></tr> <tr><td>10</td><td>2019/04/19 17:13</td><td>OI1900000558</td><td>一括登録 Lump sum registration</td><td>1</td></tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> 戻る Back </div> <div style="text-align: right; margin-top: 20px; font-size: small;"> 法務省出入国在留管理庁 Immigration Services Agency </div> </div>	項番 Item No.	届出日時 Time and date of notification	届出受付番号 Notification Reception No.	届出事由 Reason for notification	処理件数 Number of notifications p	1	2019/05/29 13:33	OI1900000571	一括登録 Lump sum registration	1	2	2019/05/29 13:05	OI1900000570	一括登録 Lump sum registration	1	3	2019/05/29 12:54	OK1900000569	受入れ開始 Beginning of acceptance	1	4	2019/04/19 18:39	OI1900000566	一括登録 Lump sum registration	1	5	2019/04/19 18:35	OI1900000565	一括登録 Lump sum registration	1	6	2019/04/19 18:18	OK1900000564	受入れ開始 Beginning of acceptance	1	7	2019/04/19 17:35	OK1900000563	受入れ開始 Beginning of acceptance	1	8	2019/04/19 17:28	OK1900000562	受入れ開始 Beginning of acceptance	1	9	2019/04/19 17:18	OK1900000559	受入れ開始 Beginning of acceptance	1	10	2019/04/19 17:13	OI1900000558	一括登録 Lump sum registration	1	<p><u>View Notification Status [Operation]</u></p> <p>A list of past notification status of the user is displayed. You can confirm the date and time of notification, notification reason and status of notification (results).</p> <p>Click the "Back" button on the lower left of screen to go back to the menu screen. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.</p>
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	<ul style="list-style-type: none"> ● About Notification Status - 受付エラー (Reception Error): There are errors in notification. Click the "受付エラー (Reception Error)" link and confirm the error contents. Correct all the errors and re-submit the notification including the mid-to-long-term residents whose information had no error. - 登録中 (Being received): Processing in the system. After completing the registration, a notice of completion of notification is sent to the registered e-mail address. - 登録完了 (Completion of Registration): The notification is registered successfully. - 登録エラー (Registration Error): There are errors in notification. Click the "登録エラー (Registration Error)" link and confirm the error contents. Re-submit a notification with correct information. In order to print the error contents confirmation screen, right click the screen and select "Print".
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3 Others

3.1 List of Error messages

A List of error messages that can be displayed in the e-Notification Message is shown in the appendix.

Operation Manual - Appendix "List of Error Messages"

Message ID	Message	Solutions
MOE00001	There is an error with the item with "!". Confirm the entry and entry example on the screen, and enter again.	Confirm the entry and entry example on the screen, and enter again. Since password becomes blank when "!" is not shown, enter it again.
MOE00004	Confirm whether or not the e-mail address you entered is of the correct e-mail address format. Then, enter it again.	Enter it again.
MOE00005	Do not enter two straight spaces in a name using alphabet.	Do not enter two spaces consecutively.
MOE00007	Enter the items with "!".	Enter the items with "!". Since password becomes blank when "!" is not shown, enter it again.
MOE00008	Enter a value in Reason for notification.	Enter a value in Reason for notification.
MOE00009	Choose a Reason for the notification.	Choose a Reason for the notification.
MOE00010	The Reason for notification is not selected correctly.	Choose a Reason for the notification correctly.
MOE00011	Enter a value in the Date and year of occurrence of the reason for notification.	Enter a value in the Date and year of occurrence of the reason for notification.
MOE00012	Enter the Date and year of occurrence of the reason for notification in 8 letters.	Enter the Date and year of occurrence of the reason for notification in 8 characters.
MOE00013	Enter the Date and year of occurrence of the reason for notification in 1-byte numerals.	Enter the Date and year of occurrence of the reason for notification in 1-byte characters.
MOE00014	Choose a type of activities.	Choose a type of activities.
MOE00015	Enter the reason to terminate acceptance in 2-byte characters.	Enter the reason to terminate acceptance in 2-byte characters.
MOE00016	Enter the reason to terminate acceptance in 90 characters or less.	Enter the reason to terminate acceptance in 90 characters or less.
MOE00017	Enter a value in Nationality (region).	Enter a value in Nationality (region).
MOE00018	Choose a Nationality / Region.	Choose a Nationality / Region.
MOE00019	Enter the Name using alphabet with 1-byte alphabet letters (upper case). Separate two words with a space.	Enter the Name using alphabet with 1-byte alphabet letters (upper case). Separate two words with a space.
MOE00020	Enter the Name in alphabet in 104 letters or less.	Enter the Name in alphabet in 104 letters or less.
MOE00023	Enter a value in Sex.	Enter a value in Sex.
MOE00024	Choose a Sex.	Choose a Sex.
MOE00025	Enter a value in Date of birth.	Enter a value in Date of birth.
MOE00026	Enter Date of birth using 8 characters.	Enter Date of birth in 8 characters.
MOE00027	Enter Date of birth with 1-byte characters.	Enter Date of birth with 1-byte letters.
MOE00028	Enter a value in Address, Prefecture and municipality.	Enter a value in Address, Prefecture and municipality.
MOE00029	Choose a value in Address, Prefecture and municipality.	Choose a value in Address, Prefecture and municipality.
MOE00030	Enter a value in Address, Prefecture and municipality.	Enter a value in Address, Prefecture and municipality.
MOE00031	Enter an Address, Prefecture and municipality with 2-byte characters.	Enter an Address, Prefecture and municipality with 2-byte characters.
MOE00032	Enter an Address, Prefecture and municipality in 80 characters or less.	Enter an Address, Prefecture and municipality in 80 characters or less.
MOE00033	Enter a Residence Card No. with 1-byte alphanumeric characters.	Enter a Residence Card No. with 1-byte alphanumeric letters.
MOE00034	Enter a Residence Card No. in 12 characters.	Enter a Residence Card No. in 12 characters.
MOE00035	Choose the Code of a "Minashi" (Deemed) Residence Card No.	Choose the Code of a "Minashi" (ex-alien registration card) Residence Card No.
MOE00036	Enter a Residence Card No. in 2 characters.	Enter the Code of a "Minashi" (ex-alien registration card) Residence Card No. in 2 letters or less.
MOE00037	Enter the No. portion of a "Minashi" (Deemed) Residence Card No. / Code with 1-byte numeric characters.	Enter the Code of a "Minashi" (ex-alien registration card) Residence Card No. in 2 letters or less.
MOE00038	Enter the No. section of a "Minashi" (Deemed) Residence Card No. in 9 characters or less.	Enter the No. section of a "Minashi" (ex-alien registration card) Residence Card No. in 9 letters or less.
MOE00039	External fonts, characters not used in standard computers, cannot be used for Reason for termination of acceptance.	External fonts, characters not used in standard computers, cannot be used for Reason for termination of acceptance. *Unusable characters are used for Reason for termination of acceptance. Confirm the input contents and correct them.
MOE00041	Enter a value in Address, Prefecture and municipality.	External fonts, characters not used in standard computers, cannot be used for Town name, street name, etc. under Address. *Unusable characters are used for Town name, street name, etc. under Address. Confirm the input contents and correct them.
MOE00042	Enter the reason to terminate acceptance in 2-byte characters.	Name of the institution must be entered in 2-byte characters.

Message ID	Message	Solutions
MOE00043	Name of the institution must be 60 characters or less.	Name of the institution must be 60 characters or less.
MOE00044	Name of the institution (before change) must be entered in 2-byte characters.	Name of the institution (before change) must be entered in 2-byte characters.
MOE00045	Name of the institution (before change) must be 60 characters or less.	Name of the institution (before change) must be 60 characters or less.
MOE00046	Name of the institution (after change) must be entered in 2-byte characters.	Name of the institution (after change) must be entered in 2-byte characters.
MOE00047	Name of the institution (after change) must be 60 characters or less.	Name of the institution (after change) must be 60 characters or less.
MOE00048	Town name, street name, etc. under Location of the institution must be entered in 2-byte characters.	Town name, street name, etc. under Location of the institution must be entered in 2-byte characters.
MOE00049	Town name, street name, etc. under Location of the institution must be 80 characters or less.	Town name, street name, etc. under Location of the institution must be 80 characters or less.
MOE00050	Town name, street name, etc. under Location of the institution (before change) must be entered in 2-byte characters.	Town name, street name, etc. under Location of the institution (before change) must be entered in 2-byte characters.
MOE00051	Town name, street name, etc. under Location of the institution (before change) must be 80 characters or less.	Town name, street name, etc. under Location of the institution (before change) must be 80 characters or less.
MOE00052	Town name, street name, etc. under Location of the institution (after change) must be entered in 2-byte characters.	Town name, street name, etc. under Location of the institution (after change) must be entered in 2-byte characters.
MOE00053	Town name, street name, etc. under Location of the institution (before change) must be 80 characters or less.	Town name, street name, etc. under Location of the institution (before change) must be 80 characters or less.
MOE00054	Select prefecture and municipality under Location of the institution.	Select prefecture and municipality under Location of the institution.
MOE00055	Select prefecture and municipality under Location of the institution (before change).	Select prefecture and municipality under Location of the institution (before change).
MOE00056	Select prefecture and municipality under Location of the institution (after change).	Select prefecture and municipality under Location of the institution (after change).
MOE00057	External fonts, characters not used in standard computers, cannot be used for Name of the institution.	External fonts, characters not used in standard computers, cannot be used for Name of the institution. *Unusable characters are used for Name of the institution. Confirm the input contents and correct them.
MOE00058	External fonts, characters not used in standard computers, cannot be used for Name of the institution (before change).	External fonts, characters not used in standard computers, cannot be used for Name of the institution (before change). *Unusable characters are used for Name of the institution (before change). Confirm the input contents and correct them.
MOE00059	External fonts, characters not used in standard computers, cannot be used for Name of the institution (after change).	External fonts, characters not used in standard computers, cannot be used for Name of the institution (after change). *Unusable characters are used for Name of the institution (after change). Confirm the input contents and correct them.
MOE00060	External fonts, characters not used in standard computers, cannot be used for Town name, street name, etc. under Location of the institution.	External fonts, characters not used in standard computers, cannot be used for Town name, street name, etc. under Location of the institution. *Unusable characters are used for Town name, street name, etc. under Location of the institution. Confirm the input contents and correct them.
MOE00061	External fonts, characters not used in standard computers, cannot be used for Town name, street name, etc. under Location of the institution (before change).	External fonts, characters not used in standard computers, cannot be used for Town name, street name, etc. under Location of the institution (before change). *Unusable characters are used for Town name, street name, etc. under Location of the institution (before change). Confirm the input contents and correct them.
MOE00062	External fonts, characters not used in standard computers, cannot be used for Town name, street name, etc. under Location of the institution (after change).	External fonts, characters not used in standard computers, cannot be used for Town name, street name, etc. under Location of the institution (after change). *Unusable characters are used for Town name, street name, etc. under Location of the institution (after change). Confirm the input contents and correct them.
MOE00063	Enter a value in Name using alphabet.	Enter a value in Name in alphabet.
MOE00064	Enter a value in Residence Card No.	Enter a value in Residence Card No.
MOE99999	A system error has taken place. Contact Help Desk.	A system error has taken place. Contact Help Desk.
MOE99998	Error of double login. Do not try to work in multiple screens at once. If you are not at work in multiple screens and still you see this screen in display, please contact Help Desk.	Error of double login. Do not try to work in multiple screens at once. If you are not at work in multiple screens and still you see this screen in display, please contact Help Desk.
MOE00103	Enter the reason, in case you have chosen "Other reasons" for terminating acceptance.	Enter the reason, in case you have chosen "Other reasons" for terminating acceptance.
MOE00104	If you enter the reason for terminating acceptance, choose "Other reasons" for "Reason for terminating acceptance."	Only when "Other reasons" is selected, reasons can be entered.
MOE00105	Enter the whole Number of the "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter the whole Number of the "Minashi" (Deemed) Residence Card (Alien Registration Card).
MOE00106	Enter your Residence Card No. or "minashi" (Deemed) Residence Card No. (Alien Registration Card).	Enter your Residence Card No. or "minashi" (Deemed) Residence Card No. (Alien Registration Card).
MOE00108	This file cannot be uploaded. Review the contents of file.	Confirm if it's the correct file.

Message ID	Message	Solutions
MOE00117	Since the number of records that can be uploaded is large, they cannot be imported. Review the contents of file.	Confirm if it's the correct file.
MOE00118	Though you have chosen "Schooling" as the reason for notification, your resident status is not "Student." Choose the right reason.	Choose the right reason.
MOE00119	Though you have chosen a reason for notification other than "Schooling," your resident status is "Student." Choose the right reason.	Choose the right reason.
MOE00120	Enter the correct Date and year of birth as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00121	Enter the correct Date and year of birth as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00123	Enter the correct Sex as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00124	Enter the correct Sex as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00125	Enter the correct Nationality as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00126	Enter the correct Nationality as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00127	Confirm whether or not the Prefecture and municipality you entered are correct.	Confirm whether or not the Prefecture and municipality you entered are correct.
MOE00128	Confirm whether or not the Activities you entered are correct.	Confirm whether or not the Activities you entered are correct.
MOE00129	The reason for notification you have entered does not match your resident status. Choose the right reason.	Choose the right reason.
MOE00130	The "Minashi" (Deemed) Residence Card (Alien Registration Card) No. you have entered is not valid. Enter the correct Number as exactly written on your Certificate or latest Residence Card.	Enter as exactly written on your Residence Card.
MOE00131	Enter the same value in "Password" and "Password (Enter again)."	Enter the same value in "Password" and "Password (Enter again)."
MOE00132	Enter a password that cannot be easily guessed.	Enter a password that cannot be easily guessed. Example) When the password is the same with Authentication ID
MOE00133	Enter the same value in "E-mail address" and "E-mail address (Enter again)."	Enter the same value in "E-mail address" and "E-mail address (Enter again)."
MOE00134	Confirm whether or not the Date and year the reason occurred you have entered is correct.	Confirm whether or not the Date and year the reason occurred you have entered is correct.
MOE00138	The Residence Card No. / "Minashi" (Deemed) Residence Card (Alien Registration Card) No. is not valid. Enter the correct Number as exactly written on your latest Residence Card.	Enter as exactly written on your Residence Card. Please verify the validity of the Residence Card. Note that notification cannot be made on the day of Residence Card issuance since the information is not reflected in the System.
MOE00142	The information you have entered is not valid.	The resident status is out of notification. Please contact Help Desk when the resident status is out of notification.
MOE00144	Enter as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00145	Enter as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00146	An invalid password. Confirm your current password again.	Confirm your current password again.
MOE00147	The user information is not valid.	Following causes can be assumed. Please confirm. - Mid/long stay resident's information is not registered. - Authentication ID or password is incorrect. - The residence card is no longer valid. - Resident status is modified. - Authentication ID is no longer valid. - The effective period of authentication ID has expired (for the mid/long stay resident, the effective period is 1 year from the last login for affiliated institutes, which is the same as the period of stay). - The password has expired. (A password is valid for 1 year from the date of user information registration or the last password change.)
MOE00149	You have reached the maximum times a single user can register his/her notifications in a day. Please register the remaining notifications tomorrow or later.	Please register the remaining notifications tomorrow or later.
MOE00152	Confirm whether or not the lump sum notification file contains the correct information.	Confirm whether or not the file contains the correct information.
MOE00153	Your lump sum notification file exceeds the maximum size and it cannot be imported. Confirm whether or not the file contains the correct information.	Confirm whether or not the file contains the correct information.
MOE00154	Set the extension of the lump sum notification file to "csv" .	Set the extension of the lump sum notification file to "csv" .
MOE00162	You have failed to log in, beyond the maximum number of times allowed. The account, therefore, is locked. This lock is removed automatically after 24 hours. If you are in a hurry, please submit your notification to a Regional Immigration Bureau.	It will be unlocked after 24 hours. If you are in a hurry, please submit your notification to a Regional Immigration Bureau.
MOE00163	To notify [Termination of acceptance of student], enter the reason for termination.	Enter the reason for termination.
MOE00164	To submit a notification other than [Termination of acceptance of student], do NOT enter a reason for termination.	Enter the reason for termination.

Message ID	Message	Solutions
MOE00165	To notify [Beginning of acceptance of other than student], enter the student's activities.	Choose a type of activities.
MOE00166	To submit a notification other than [Beginning of acceptance of other than student], do NOT enter an activity.	Do not enter the reason for termination.
MOE00167	Either the Authentication ID or password entered is invalid. Enter it again.	Enter it again.
MOE00170	To notify [State of acceptance as of May 1], do NOT enter the Date and year the notification reason occurred.	Do NOT enter the Date and year the notification reason occurred.
MOE00171	To notify [State of acceptance as of Nov 1], do NOT enter the Date and year the notification reason occurred.	Do NOT enter the Date and year the notification reason occurred.
MOE00172	Enter the Date and year the notification reason occurred.	Enter the Date and year the notification reason occurred.
MOE00173	[Name change] Enter Name of the institution (before change).	Enter Name of the institution (before change).
MOE00174	[Name change] Enter Name of the institution (after change).	Enter Name of the institution (after change).
MOE00175	[Name change] Enter Prefecture and municipality codes under Location of the institution.	Enter Prefecture and municipality codes under Location of the institution.
MOE00176	[Name change] Enter Town name, street name, etc. under Location of the institution.	Enter Town name, street name, etc. under Location of the institution.
MOE00177	[Location change] Enter a value in Name of the institution.	Enter a value in Name of the institution.
MOE00178	[Location change] Enter a value in Prefecture and municipality under Location of the institution (before change).	Enter a value in Prefecture and municipality under Location of the institution (before change).
MOE00179	[Location change] Enter a value in Town name, street name, etc. under Location of the institution (before change).	Enter a value in Town name, street name, etc. under Location of the institution (before change).
MOE00180	[Location change] Enter a value in Prefecture and municipality under Location of the institution (after change).	Enter a value in Prefecture and municipality under Location of the institution (after change).
MOE00181	[Location change] Enter a value in Town name, street name, etc. under Location of the institution (after change).	Enter a value in Town name, street name, etc. under Location of the institution (after change).
MOE00182	Enter a value in Prefecture and municipality under Location of the institution.	Enter a value in Town name, street name, etc. under Location of the institution.
MOE00183	Confirm whether or not the prefecture and municipality you have entered under Location of the institution (before change) are correct.	Confirm whether or not the prefecture and municipality you have entered under Location of the institution (before change) are correct.
MOE00184	Confirm whether or not the prefecture and municipality you have entered under Location of the institution (after change) are correct.	Confirm whether or not the prefecture and municipality you have entered under Location of the institution (after change) are correct.
MOE00185	[Name change] Do not enter a value in Prefecture and municipality under Location of the institution (before change).	[Name change] Do not enter a value in Prefecture and municipality under Location of the institution (before change).
MOE00186	[Name change] Do not enter a value in Town name, street name, etc. under Location of the institution (before change).	[Name change] Do not enter a value in Town name, street name, etc. under Location of the institution (before change).
MOE00187	[Location change] Do not enter Name of the institution (before change).	[Location change] Do not enter Name of the institution (before change).
MOE00188	When Prefecture and municipality of residence is selected "Not Decided" (shown on the back of the notification), do not enter Town name, street name, etc.	Do not enter town name, street name, etc. of residence.
MOE00189	When Prefecture and municipality of residence is selected besides "Not Decided" (shown on the back of the notification), enter Town name, street name, etc.	Enter town name, street name, etc. of residence.
MOE00190	When "Minashi" (Deemed) Residence card (Alien Registration Card) number is entered, select any choice but "Not Decided" (shown on the back of the notification) for the Prefecture and city of residence.	Select any choice but "Not Decided" (shown on the back of the notification) for the Prefecture and city of residence.
MOE99996	An incorrect screen transition has taken place, and the connection with the server has been cut off. Start over your procedure from the beginning.	Start over your procedure from logging in.
MBE59101	The Residence Card No. / "Minashi" (Deemed) Residence Card (Alien Registration Card) No. is not valid. Enter the correct Number as exactly written on your latest Residence Card.	The Residence Card No. / "Minashi" (Deemed) Residence Card (Alien Registration Card) No. is not valid. Enter the correct Number as exactly written on your latest Residence Card.
MBE59102	The information you have entered is not valid.	Contact Help Desk.
MOW10005	If you make the same type of notification multiple times in one day, only the last notification will be valid.	If you make the same type of notification multiple times in one day, only the last notification will be valid.
MOW10006	If you make the same type of notification multiple times in one day, only the last notification will be valid.	If you make the same type of notification for the same mid-to-long-term resident multiple times in one day, only the last notification will be valid.